

NASA SHARED SERVICES CENTER

Payroll Time and Attendance Service Delivery Guide

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Advance Sick Leave


Notes:


1. At the discretion of the center, employees are allowed a maximum of 240 hours of advanced sick leave per year for self or 40 hours for family.
2. Entering an Advanced Sick Leave Form into WebTADS follows the same schedule as processing PPPAs. Cut off is Day 11 of the pay period.
3. Write the applicable Center and the current pay period in the top right-hand corner of all documents.
4. Human Resource Department will forward the Advanced Sick Leave Request form to the NPO.


Systems Used:

1. WebTADS – Entry

Roles and Responsibilities	Action	Tips
1. Evaluate the information provided on the Advanced Sick Leave form. NSSC Payroll (SP)	1.1. Verify that the total number of Advanced Sick Leave hours requested correspond with term requested. ♦ If the number of hours is correct then, proceed to Step 3. ♦ If the number of hours is incorrect, then contact the CPO.	
1. Enter the Advanced Sick Leave in WebTADS. NSSC Payroll (SP)	1.1. Log-on to WebTADS via the Internet. 1.1.a. Job Aide ⇨	2.1.a.i. Enter User-Id and Password. Click [OK] .

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.2. Open the employee's timesheet.</p> <p>2.2.a. Job Aide ⇌</p>	<p>2.1.a.ii. Change the center by clicking [9999] at the top of the page under "Location:"</p> <p>2.1.a.iii. Under "Edit Session", click the [drop-down box], select the applicable center, and then click [Submit].</p> <p>2.2.a.i. Click [Reports] located on the toolbar.</p> <p>2.2.a.ii. Beside "Individual Employee Timesheet," click the  (advanced report) icon.</p> <p>2.2.a.iii. Under "Choose a Pay Period," choose the appropriate pay period by clicking the [drop down box].</p> <p>2.2.a.iv. Enter the employee's social security number or last name.</p> <p>2.2.a.v. Click [Query].</p> <p>2.2.a.vi. Select the applicable employee.</p>
	<p>2.2. Enter a New Message Form to Advance Sick Leave.</p> <p>2.2.a. Job Aide ⇌</p>	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p>2.3.a.i. Click the  [Advanced Leave] icon.</p> <p>2.3.a.ii. Click on the [drop-down menu] and select "Advance Sick Leave".</p> <p>2.3.a.iii. Click [Submit].</p> <p>2.3.a.iv. Enter the Justification as follows:</p> <p>"Under doctor's care, per Advanced Sick Leave Request form dated_____, _____hours advanced from _____ to _____."</p> <p>2.3.a.v. Enter the number of hours to be advanced.</p> <p>2.3.a.vi. Enter the Effective date (may be back dated, current, or post dated).</p> <p>2.3.a.vii. Enter the Expiration date (may be back dated, current, or post dated).</p> <p>2.3.a.viii. Click [Submit].</p> <p>2.3.a.ix. When asked if you are sure, review the information.</p> <p>♦ If correct, then click [YES].</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>2.3. Review the justification in the "Comments" section to verify if the transaction entered was accepted.</p>	<p>♦ If incorrect, then click [NO] and re-enter information.</p> <p>2.3.a.x. Click the  [Edit Timesheet] icon to return to the employee's Timesheet.</p>
<p>3. Status the Advance Sick Leave form.</p> <p>NSSC Payroll (SP)</p>	<p>3.1. Evaluate the starting pay period of the Advanced Sick Leave.</p> <p>♦ If the Advance Sick Leave <u>will effect</u> the current or past pay periods, then email the form to DOI Contacts.</p> <p>♦ If the Advanced Sick Leave <u>will not effect</u> the current or past pay periods, then proceed to Step 5.</p>	<p>3.1.a. Include in the email to request DOI Contacts to confirm the receipt of the Advance Sick Leave form.</p>
<p>4. Scan information</p> <p>NSSC Payroll (SP)</p>		

Advance or Rescind Annual Leave Procedures



Notes:



1. *Entering an Advanced Annual Leave Form into WebTADS follows the same schedule as processing PPPAs-cut off is Day 11 of the pay period.*
2. *Write the applicable Center and the current pay period in the top right-hand corner of all documents.*
3. *The Human Resource Department will forward a Rescind Annual Leave Request Memo to the NPO.*

Systems Used:

2. WebTADS – Entry

Roles and Responsibilities	Action	Tips
<p>1. Evaluate the information provided on the Advanced/Rescind Annual Leave memo.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Verify that effective date is correct.</p> <ul style="list-style-type: none"> ◆ If the date is correct then, proceed to Step 1.2. ◆ If the date is incorrect then, notate the correct dates on the form. 	<p>Check that the effective date is at the beginning of a pay period.</p>
<p>2. Enter the Advanced/Rescind Annual Leave in WebTADS.</p> <p>NSSC Payroll (SP)</p>	<p>2.1. Log-on to WebTADS via the Internet.</p> <p>2.1.a. Job Aide ⇨</p>	<p>2.4.a.i. Enter User-Id and Password. Click [OK].</p> <p>2.4.a.ii. Change the center by clicking [9999]</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>2.2. Open the employee's timesheet. 2.2.a. Job Aide ➞</p> <p>2.3. Enter a New Message Form. 2.3.a. Job Aide ➞</p>	<p>at the top of the page under "Location:"</p> <p>2.4.a.iii. Under "Edit Session", click the [drop-down box], select the applicable center, and then click [Submit].</p> <p>2.2.a.i. Click [Reports] located on the toolbar.</p> <p>2.2.a.ii. Beside "Individual Employee Timesheet," click the  (Advance report) icon.</p> <p>2.2.a.iii. Under "Choose a Pay Period," choose the appropriate pay period by clicking the [drop down box].</p> <p>2.2.a.iv. Enter the employee's social security number or last name.</p> <p>2.2.a.v. Click [Query].</p> <p>2.2.a.vi. Select the applicable employee.</p> <p>2.3.a.i. Click the  (Advanced Leave) icon.</p> <p>2.3.a.ii. Click on the [drop-down menu] and select "Advanced or Rescind Annual Leave".</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p>2.3.a.iii. Click [Submit].</p> <p>2.3.a.iv. Enter the <i>Justification</i> as follows: "Per Advanced or Rescind Annual Leave Request form dated_____, _____hours advanced from _____ to _____."</p> <p>2.3.a.v. Enter the Effective date (must be current or post dated).</p> <p>2.3.a.vi. Click [Submit].</p> <p>2.3.a.vii. When asked if you are sure, review the information.</p> <ul style="list-style-type: none"> ♦ If correct, then click [YES]. ♦ If incorrect, then click [NO] and re-enter information. <p>2.3.a.viii. Click the  (Edit Timesheet) icon to return to the employee's Timesheet.</p> <p>Note: The employee's leave balance(s) in WebTADS reflects the change after the first file download from FPPS to WebTADS.</p> <p>2.3.a.ix. Click the  (Edit Timesheet) icon to return to the employee's Timesheet.</p>
	2.4. Review the justification in the "Comments" section to verify if the transaction entered was accepted.	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		2.4.a.i. Click [Logout] and exit out of WebTADS.
<i>3. Scan information.</i> <i>NSSC Payroll (SP)</i>		

Alternate Work Schedule Change Report (AWS)

Notes:

1. The AWS report is a report used by the NPO to determine necessary AWS code changes to FPPS.
2. WebTADS is updated daily from FPPS. The "AWS Code Change" report only shows entries for those employee's whose work schedules and hourly totals do not match.
3. The NPO will use this report during the Closeout process to notify DOI via Message Form for Payment of Credit Hour Balance.
4. The NPO representative for each center will printout the AWS Report during Closeout Procedure and will provide a copy for FPPS input.

Systems Used:

1. *FPPS- Entry*
2. *WebTADS- Verification*

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<p>1. Update the current AWS code in FPPS to match WebTADS.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Log-on to FPPS via the Internet.</p> <p>1.1.a. Job Aide ⇌</p> <p>1.2. Change the Alternate Work Schedule.</p> <p>1.2.a. Job Aide ⇌</p>	<p>1.2.a.i. Log-on to FPPS. https://securefpps.nbc.gov/</p> <p>1.2.a.ii. Click [Logon].</p> <p>1.2.a.iii. Enter User ID & Password.</p> <p>1.2.a.iv. Click [OK].</p> <p>1.2.a.i. Type AWCG in the FPPS Command box in the upper right corner and</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p><i>click [Go].</i></p> <p>Or</p> <p><i>1.2.a.ii. Click [Personnel], [Requesting Personnel Action], [Alternate Work Schedule Change (AWCG)].</i></p> <p><i>1.2.a.iii. Enter the employee's social security number (SSN).</i></p> <p><i>1.2.a.iv. Enter the Effective Date</i></p> <p>Note: The Effective Date should always be the first day of the pay period.</p> <p><i>1.2.a.v. Click [OK].</i></p> <p><i>1.2.a.vi. Select the appropriate alternative work schedule code. (Should be N – Not Applicable)</i></p> <p>Note: This information is given in the second WebTADS Pay Period Column of the AWS Change Report and will correspond to the current pay period you are processing.</p> <p><i>1.2.a.vii. Change the hours schedule for Week 1 and Week 2 at the bottom of the screen to correspond with the hours from the AWS report.</i></p> <p>Note: This information is given in the second WebTADS Pay Period Column of the AWS Change Report and will correspond to the current pay period you are processing.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<i>1.2.a.viii. Select [OK].</i> <i>1.2.a.ix. When asked do you want to update, click [Yes].</i> <i>1.2.a.x. Log-out of FPPS.</i>

Change of Station

Notes:

1. *Change of Station is a term used to reference a Federal employee's work site or station has geographically changed.*
2. *While most functions regarding Change of Station are Travel Office functions, the NPO will play an important role.*
3. *The NPO will coordinate with the Travel Office and Center Human Resources to ensure that proper information is obtained.*

Systems Used:

N/A

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. <i>Coordinate with the Travel Office.</i> NSSC Payroll (SP)	1.1. <i>Update and verify employee's current mailing address.</i> Note: Foreign Payroll Point of Contacts will need to monitor the addresses of those employee's overseas. 1.1.a. <i>Job Aide</i> ➡	1.1.a.i. <i>Log-on to FPPS.</i> <i>(https://securefpps.nbc.gov)</i> 1.1.a.ii. <i>Enter User-Id and password.</i> 1.1.a.iii. <i>Click on [FPPS Production].</i> 1.1.a.iv. <i>Enter ADCG code in the FPPS Command section in the top right-hand corner and click [GO],</i> <p style="text-align: center;">-- Or --</p> <i>Click [Personnel], click [Employee/Position Maintenance], and then click [Change Address (ADCG)]</i>

	<p><i>1.2. Verify submission of the end of the year Reconciliation Report.</i></p> <p><i>1.2.a. Job Aide ⇄</i></p>	<p><i>1.1.a.v. Enter employee's social security number.</i></p> <p><i>1.1.a.vi. Enter the Previous Pay Period.</i></p> <p><i>1.1.a.vii. Click [OK].</i></p> <p><i>1.1.a.viii. Verify all addresses.</i></p> <p>Note: Contacting the Center Payroll Office, the employee's supervisor, and other Points of Contact to might be necessary.</p> <p><i>1.2.a.i. Log-on to OPM. (www.opm.gov)</i></p> <p><i>1.2.a.ii. Verify the Federal Tax Deadline.</i></p> <p><i>1.2.a.iii. Verify that the Travel Office has correct mailing address to submit the Reconciliation Report.</i></p> <p><i>1.2.a.iv. Maintain contact with the Travel Office verifying that the Reconciliation Report gets submitted before Deadline.</i></p>
<p><i>2. Coordinate with Center Human Resources.</i></p> <p>NSSC Payroll (SP)</p>	<p><i>2.1. Inform all Center Human Resource personnel of all Change of Stations.</i></p> <p>Note: This communication is very important because it allows the Human Resource Department to keep abreast of all the employee's entitlements.</p>	

Clean Up Process


Notes:

1. The clean-up procedure is processed bi-weekly on Day 13 of the Pay Period. The process schedule is subject to change based on a Holiday, but notification of change will be provided
2. When entering WebTADS for each center, you will have to change to several different servers. Click here for each server by Center
3. On all documents printed, write the applicable **Center** and the **Current Pay Period** in the top right-hand corner


Systems Used:




1. WebTADS- Entry
2. Scanner System- Entry


<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. Begin the Clean-up Process NSSC Payroll (SP)	1.1. Print the "Clean-up Checklist."	Located on the shared file.
2. Audit the " Timesheet Summary Report " from WebTADS to perform filters. NSSC Payroll (SP)	2.1. Log-on to WebTADS via the Internet. 2.1.a. Job Aide ⇨ 2.2. Save and Open the " Timesheet Summary Report ."	2.3.a.i. Enter User-Id and Password. Click [OK] . 2.3.a.ii. Under "Location", change the center by clicking [9999] at the top of the page. 2.3.a.iii. Under "Edit Session" click the [drop-down box] and select the applicable center. 2.3.a.iv. Click [Submit] .

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>2.2.a. Job Aide ⇨</p> <p>2.3. Setup spreadsheet to perform filters</p> <p>2.3.a. Job Aide ⇨</p>	<p>2.2.a.i. Click [Reports] located on the toolbar.</p> <p>2.2.a.ii. Scroll down to the "Administrative Reports" section.</p> <p>2.2.a.iii. Click the  (Excel) icon by the "Timesheet Summary Report."</p> <p>2.2.a.iv. Click [Save] when pop-up box appears.</p> <p>2.2.a.v. Save to J:/ Drive.</p> <p>2.2.a.vi. Click [Open].</p> <p>2.3.a.i. Highlight Row 14, by clicking on the [number 14].</p> <p>2.3.a.ii. From the toolbar, select the following:</p> <p>[Data]</p> <p>[Filter]</p> <p>[Auto-Filter]</p>
<p>3. The 1st filter checks for active employees who may have an invalid hour type on their timesheet.</p> <p>NSSC Payroll (SP)</p>	<p>3.1. Hide all columns except Bureau, User, SSN, Duty Status, and Profile ACG OK.</p> <p>3.1.a. Job Aide ⇨</p> <p>3.2. Filter out the separated employees by changing</p>	<p>3.1.a.i. Highlight the Columns by clicking on their [corresponding letter].</p> <p>3.1.a.ii. Right click with your mouse and select [Hide].</p>


<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>the “Duty Status” column to not equal to Z.</p> <p>3.2.a. Job Aide ⇨</p> <p>3.3. Filter out the employees with ACG discrepancies by changing the “Profile ACG OK” column to N.</p> <p>3.3.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the filter brings up data, <u>proceed to the next Step.</u> ◆ If the drop-down list under “Profile ACG OK” has no selection for “N,” it is a no data query. <u>Print the screen to your Word document.</u> <p>3.3.b. Job Aide ⇨</p>	<p>3.2.a.i. Click [drop down box] beside the “Duty Status.”</p> <p>3.2.a.ii. Click [Custom].</p> <p>The custom auto-filter box will appear.</p> <p>3.2.a.iii. Change the “Duty Status” by clicking the [first drop-down box] and select [not equal to].</p> <p>3.2.a.iv. Click the other [drop-down box] and select [Z].</p> <p>3.3.a.i. Click the [drop down box] beside “Profile ACG OK.”</p> <p>3.3.a.ii. Select [N].</p> <p>3.3.b.i. Rest the cursor on the column that contains no results.</p> <p>3.3.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>3.3.b.iii. Go to your Word document.</p>




<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.4. Copy filtered results to your word document.</p> <p>3.4.a. Job Aide ⇨</p> <p>3.5. Review the current timesheet for all employees listed to inquire why they have an invalid hour type.</p> <p>3.5.a. Job Aide ⇨</p>	<p>3.3.b.iv. Hold down the <u>CTRL</u> and <u>V</u> buttons simultaneously to copy under your 1st filter. The copied image should appear.</p> <p>3.3.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 3.10</u>.</p> <p>3.4.a.i. Hold down the <u>CTRL</u>, <u>ALT</u>, <u>PRINT SCREEN</u> buttons simultaneously.</p> <p>3.4.a.ii. Go to your Word document.</p> <p>3.4.a.iii. Hold down the <u>CTRL</u> and <u>V</u> buttons simultaneously to copy under your 1st filter.</p> <p>3.4.a.iv. Move back to the "Timesheet Summary Report" and <u>proceed to Step 3.5</u>.</p> <p>3.5.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>3.5.a.ii. Enter the employee's social security number and click [Query].</p> <p>3.5.a.iii. Select the applicable employee.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.6. Use the employee's ACG code to verify the available hour types.</p> <p>3.6.a. Job Aide ➞</p> <p>3.7. Compare the hour types listed on the employee's timesheet to the hour types available under the employee's ACG code.</p> <ul style="list-style-type: none"> ◆ If the employee has a valid hour type, <u>proceed to the next Step.</u> ◆ If the employee has an invalid hour type, capture the timesheet "as is." <p>3.7.a. Job Aide ➞</p>	<p>3.5.a.iv. Once the Current timesheet appears, click on the  (Leave Balances) icon.</p> <p>3.5.a.v. Look up the ACG code located in the "WebTADS Attributes" section.</p> <p>3.6.a.i. Refer to the <u>ACG spreadsheet</u> (located on the shared drive), which contains a list of all available hour types for each ACG code.</p> <p>3.6.a.ii. To get back to the employee's timesheet click, the  (Edit Timesheet) icon by the employee's name.</p> <p>3.7.a.i. Print the current timesheet.</p> <p>3.7.a.ii. Print the  (Leave Balances) Page by clicking the [Print icon].</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.8. Delete the invalid hour type from the employee's timesheet.</p> <p>3.8.a. Job Aide ➞</p> <p>3.9. Type Corrective Action information on the word document and click [Save].</p> <p>3.10. Unhide all columns and remove all filters.</p> <p>3.10.a. Job Aide ➞</p>	<p>3.7.a.iii. Go back to the current timesheet by clicking the  (Edit Timesheet) icon.</p> <p>3.8.a.i. Go to the incorrectly listed hour type.</p> <p>3.8.a.ii. Click the [X] by "Delete Project."</p> <p>3.10.a.i. Highlight all columns, right click, and select [Unhide].</p> <p>3.10.a.ii. Highlight Row 14, by clicking on the [number 14].</p> <p>3.10.a.iii. From the toolbar, select the following:</p> <p>[Data]</p> <p>[Filter]</p> <p>[Show-All]</p>
<p>4. The 2nd filter checks for active employees with mismatched Full-Time and Part-Time work schedules.</p> <p>NSSC Payroll (SP)</p>	<p>4.1. Hide all columns except Bureau, User, SSN, Duty Status, and P/T CHK.</p> <p>4.1.a. Job Aide ➞</p> <p>4.2. Filter out the separated employees by changing</p>	<p>4.1.a.i. Highlight the Columns by clicking on their [corresponding letter].</p> <p>4.1.a.ii. Right click with your mouse and select [Hide].</p>



<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>the "Duty Status" column to not equal to Z.</p> <p>4.2.a. Job Aide ⇨</p> <p>4.3. Filter the part-time employees by changing the P/T CHK column to P/T CHK.</p> <p>4.3.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If filter produces data, <u>proceed to the next Step</u>. ◆ If the drop-down list under "P/T CHK" has no selection for "P/T CHK," it is a no data query. <u>Print the screen to your Word document</u>. <p>4.3.b. Job Aide ⇨</p>	<p>4.2.a.i. Click the [drop down box] beside "Duty Status."</p> <p>4.2.a.ii. Click [Custom].</p> <p>4.2.a.iii. The custom auto-filter box will appear.</p> <p>4.2.a.iv. Change the "Duty Status" by clicking the [first drop-down box] and select [not equal to].</p> <p>4.2.a.v. Click the other [drop-down box] and select [Z].</p> <p>4.3.a.i. Click the [drop down box] beside P/T CHK;</p> <p>4.3.a.ii. Select [P/T CHK].</p> <p>4.3.b.i. Rest the cursor on the column that contains no results.</p> <p>4.3.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p>



Roles and Responsibilities	Action	Tips
	<p>4.4. Copy the filtered results to your Word document.</p> <p>4.4.a. Job Aide ⇨</p>	<p>4.3.b.iii. Open your Word document.</p> <p>4.3.b.iv. Press <u>Ctrl and V</u> simultaneously to paste the results under the 2nd filter. The copied image should appear.</p> <p>4.3.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 4.8.</u></p>
	<p>4.5. Review all employees' timesheets to inquire why they have mismatched Part-Time and Full-Time schedules.</p> <p>4.5.a. Job Aide ⇨</p>	<p>4.4.a.i. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>4.4.a.ii. Go to your Word document.</p> <p>4.4.a.iii. Hold down the <u>CTRL and V</u> buttons simultaneously to copy under your 2nd filter. The copied image should appear.</p> <p>4.4.a.iv. Move back to the "Timesheet Summary Report" and <u>proceed to Step 4.5.</u></p>
		<p>4.5.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>4.5.a.ii. Enter the</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>4.6. Compare the Work Schedule and Schedule Code; making sure they match.</p> <p>♦ If both the Work Schedule and the Work Schedule code match, then no action is necessary. <u>Proceed to the next Step.</u></p> <p>♦ If the Work Schedule and the Work Schedule code do not mach, then <u>capture the information "as is."</u></p> <p>4.6.a. Job Aide ⇨</p> <p>4.7. Type Corrective Action information on the word document and click</p>	<p>employee's social security number and click [Query].</p> <p>4.5.a.iii. Select the applicable employee.</p> <p>4.5.a.iv. Once the Current timesheet appears, click on the  (Leave Balances) icon.</p> <p>4.5.a.v. Under the "Work schedule Attributes" section, check the employee's Work Schedule.</p> <p>4.5.a.vi. Under the "Payroll Attributes" section, check work Schedule Code.</p> <p>4.6.a.i. Print the  (Leave Balances) Page.</p> <p>4.6.a.ii. Go to the "Leave Balances" page and click the [Print] icon.</p> <p>4.6.a.iii. Go back to the current timesheet by clicking the  (Edit Timesheet) icon.</p> <p>4.6.a.iv. Notate the</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p><i>[Save].</i></p> <p><i>4.8. Unhide all columns and remove all filters.</i></p> <p><i>4.8.a. Job Aide ⇌</i></p>	<p><i>discrepancy on the Page(s) printed.</i></p> <p><i>4.8.a.i. Highlight all columns, right click, and select [Unhide].</i></p> <p><i>4.8.a.ii. Highlight Row 14, by clicking on the [number 14].</i></p> <p><i>4.8.a.iii. From the toolbar, select the following:</i></p> <p>[Data]</p> <p>[Filter]</p> <p>[Show-All]</p>
<p><i>5. The 3rd filter checks for employees' who have an invalid combination of Attributes and Work Schedule.</i></p> <p>NSSC Payroll (SP)</p>	<p><i>5.1. Hide all columns except Bureau, User, SSN, ACG, and Duty Status.</i></p> <p><i>5.1.a. Job Aide ⇌</i></p> <p><i>5.2. Filter out the separated employees by changing the "Duty Status" column to not equal to Z.</i></p> <p><i>5.2.a. Job Aide ⇌</i></p>	<p><i>5.1.a.i. Highlight the Columns by clicking on their [corresponding letter].</i></p> <p><i>5.1.a.ii. Right click with your mouse and select [Hide].</i></p> <p><i>5.2.a.i. Click the [drop down box] beside "Duty Status."</i></p> <p><i>5.2.a.ii. Click [Custom].</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>5.3. Filter the invalid ACG by changing the ACG column to 16.</p> <p>5.3.a. Job Aide ⇌</p> <ul style="list-style-type: none"> ◆ If filter produces data, <u>proceed to the next Step</u>. ◆ If the drop-down list under "ACG" has no selection for "16," it is a no data query. <u>Print the screen to your Word document</u>. <p>5.3.b. Job Aide ⇌</p>	<p>5.2.a.iii. The custom auto-filter box will appear.</p> <p>5.2.a.iv. Change the "Duty Status" by clicking the [first drop-down box] and select [not equal to].</p> <p>5.2.a.v. Click the other [drop-down box] and select [Z].</p> <p>5.3.a.i. Click the [drop down box] beside ACG;</p> <p>5.3.a.ii. Select [16].</p> <p>5.3.b.i. Rest the cursor on the column that contains no results.</p> <p>5.3.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>5.3.b.iii. Open your Word document.</p> <p>5.3.b.iv. Press <u>Ctrl and V</u> simultaneously to paste the results under the 2nd filter. The copied image should appear.</p> <p>5.3.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to</u></p>

Roles and Responsibilities	Action	Tips
	<p>5.4. Copy the filtered results to your Word document.</p> <p>5.4.a. Job Aide ⇨</p> <p>5.5. Review all employees' timesheet to inquire why they have an invalid combination of Attributes and Work Schedule.</p> <p>5.5.a. Job Aide ⇨</p>	<p><u>Step 5.8.</u></p> <p>5.4.a.i. Hold down the <u>CTRL</u>, <u>ALT</u>, <u>PRINT SCREEN</u> buttons simultaneously.</p> <p>5.4.a.ii. Go to your Word document.</p> <p>5.4.a.iii. Hold down the <u>CTRL</u> and <u>V</u> buttons simultaneously to copy under your 2nd filter. The copied image should appear.</p> <p>5.4.a.iv. Move back to the "Timesheet Summary Report" and <u>proceed to Step 5.5.</u></p> <p>5.5.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>5.5.a.ii. Enter the employee's social security number and click [Query].</p> <p>5.5.a.iii. Select the applicable employee.</p> <p>5.5.a.iv. Once the Current timesheet appears, click on the  (Leave Balances) icon.</p> <p>5.5.a.v. Under the "WebTADS Attributes" section, check all of the</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>5.6. Compare the Attributes, Pay Plan, and Work Schedule Code; making sure they match.</p> <p>♦ If both the Attributes and the Work Schedule code match, then no action is necessary. <u>Proceed to the next Step.</u></p> <p>♦ If the Attributes and the Work Schedule code do not mach, then <u>capture the information "as is."</u></p> <p>5.6.a. Job Aide ⇌</p> <p>5.7. Type Corrective Action information on the word document and click [Save].</p> <p>5.8. Close the Timesheet Summary Spreadsheet, <u>proceed to Step 6.</u></p>	<p>employee's Attributes.</p> <p>5.5.a.vi. Under the "Payroll Attributes" section, check the Pay Plan and Work Schedule Code.</p> <p>5.6.a.i. Print the  (Leave Balances) Page.</p> <p>5.6.a.ii. Go to the "Leave Balances" page and click the [Print] icon.</p> <p>5.6.a.iii. Go back to the current timesheet by clicking the  (Edit Timesheet) icon.</p> <p>5.6.a.iv. Notate the discrepancy on the Page(s) printed.</p>
6. Complete the Clean-up Process	6.1. Make sure that all the Clean-up reports are	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<i>NSSC Payroll (SP)</i>	<i>printed and the information has been verified</i> <i>6.2. Scan all printed documents.</i>	


Closeout Holiday Procedures


Overview:



1. The Holiday Closeout procedure is a series of reports that verify an employee's eligibility in claiming Holiday Leave on his/her timesheet.
2. The Holiday procedure is used only when the pay period being processed includes a holiday.
3. Write the applicable Center and the Current Pay Period at the top right-hand corner on all documents printed.
4. There is a chance that some of the reports will not list any employees. If this occurs, then print the blank report and proceed to the next step. When printing a blank report, it is necessary to open the Excel spreadsheet.



Systems Utilized:

1. WebTADS – Entry
2. Scanner System - Entry

Roles and Responsibilities	Action	Tips
<p>1. Begin the Holiday Closeout Process.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Reference the Close-Out Checklist for a list of Holiday Reports.</p>	<p>Would have been printed at the beginning of the Close-out Procedure.</p>
<p>2. Audit the "AWOL, COP, FMLLW, LWOP, SUSP and WC" Reports.</p> <p>NSSC Payroll (SP)</p> <p>These reports list all employees who have entered hours in Non-Paid Hour Types</p>	<p>2.1. Print the "AWOL, COP, FMLLW, LWOP, SUSP and WC" Reports.</p> <p>2.1.a. Job Aide ⇨</p> <p>Note: These reports should be used in conjunction with the "No Holiday" Report.</p>	<p>2.2.a.i. Click [Reports] located on the toolbar.</p> <p>2.2.a.ii. Scroll down to the "Hour Type reports" section.</p> <p>2.2.a.iii. Click the  (advance report) icon.</p> <p>2.2.a.iv. Under the "Hour</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>2.2. Review the "Hours Charged" column on each report.</p> <ul style="list-style-type: none"> ♦ If an employee has 8 non-paid hours or less, the employee is eligible for HL, refer to the "No Holiday" report to verify if the employee charged HL. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> ♦ If an employee has 80 Non-Paid hours, then the employee is ineligible for HL, refer to the "No Holiday" report to verify if the employee did not charge HL. <ul style="list-style-type: none"> ♦ If the employee has more than 8 hours and less than 80, <u>review</u> the employee's <u>timesheet</u> to 	<p>Type report " section, check the boxes next to "</p> <ul style="list-style-type: none"> ♦ <i>Absent Without Leave (AWOL),</i> ♦ <i>Continuation of Pay (COP),</i> ♦ <i>FMLA Leave Without Pay (FMLLW),</i> ♦ <i>Leave Without Pay (LWOP),</i> ♦ <i>Suspension (SUSP), and</i> ♦ <i>Workers Comp (WC)."</i> <p>2.2.a.v. Click the [Submit] button.</p> <p>2.2.a.vi. Click the  (Excel) icon.</p> <p>When the pop-up box appears, click [Open].</p> <p>2.2.a.vii. Click the [Print icon].</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>verify if they are eligible or ineligible for HL.</p> <p>2.2.a. Job Aide ⇨</p> <p>Refer to the Holiday Eligibility Guide to determine the employee's eligibility.</p> <p>♦ If employee is ineligible for HL and did not claim HL, no change is necessary. <u>Proceed to Step 4.</u></p> <p>♦ If employee is ineligible for HL and claimed HL, contact the CPO. Unlocking the Dashboard will be necessary. <u>Refer to Step 16</u> in the Close-Out Procedure.</p>	<p>2.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>2.2.a.ii. Enter the employee's social security number and</p> <p>2.2.a.iii. click [Query].</p> <p>2.2.a.iv. Select the applicable employee.</p> <p>Note: Be sure to check the day before and the day after the Holiday. This may require you to check the employee's timesheet from the previous pay period.</p>
<p>3. Audit the "No HL Report."</p> <p>NSSC Payroll (SP)</p> <p>The "No HL Report" lists employees who have not claimed Holiday Leave on their timesheet.</p>	<p>3.1. Print the "No HL Report."</p> <p>3.1.a. Job Aide ⇨</p> <p>Note: If the employee is eligible for HL and did not charge HL, they will be listed on the No Holiday Report.</p>	<p>3.1.a.i. Click [Reports] located on the toolbar.</p> <p>3.1.a.ii. Scroll down to the "Hour Type Reports" section.</p> <p>3.1.a.iii. Click the  (advance report) icon.</p> <p>3.1.a.iv. Under the "Hour Type Report" section, check the box next to "No Holiday Charged (HL)."</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.1.a.v. Click the [Submit] button.</p> <p>3.1.a.vi. Click the  (Excel) icon.</p> <p>3.1.a.vii. When the pop-up box appears, click [Open].</p> <p>3.1.a.viii. Click the [Print icon].</p> <p>3.2. Compare to the reports printed in Step 2; if eligibility is still in question; review the employee's timesheet to verify if they are eligible or ineligible for HL.</p> <p>3.2.a. Job Aide ⇨</p> <p>Note: Once the Current timesheet appears, refer to the Holiday Eligibility Guide to determine Employee's Eligibility</p> <p>♦ If employee is ineligible for HL and did not claim HL, no change is necessary. <u>Proceed to Step 4.</u></p> <p>♦ If employee is ineligible for HL and claimed HL, contact the CPO. Unlocking the Dashboard is necessary. <u>Refer to</u></p>	<p>3.2.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>3.2.a.ii. Enter the employee's social security number and click [Query].</p> <p>3.2.a.iii. Select the applicable employee.</p> <p>Note: Be sure to check the day before and the day after the Holiday. This may require you to check the employee's timesheet from the previous pay period.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<u>Step 16</u> in the Close-Out Procedure.	
4. Complete the Holiday Closeout Procedure. NSSC Payroll (SP)	4.1. Close out the Spreadsheets, and refer back to Close-Out Timeline procedure.	When closing the spreadsheet, click [No] .

NPO Closeout Procedures


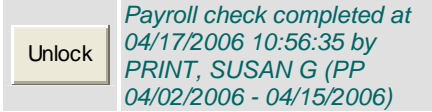

Notes:

1. The Closeout procedure is used to catch any mistakes involving employees' timesheets.
2. The Closeout procedure is processed bi-weekly on Monday (Day of the Pay Period). The process schedule is subject to change based on a Holiday, but notification of the change will be provided.
3. Always start the Closeout process with the Center that is located in the earliest time zone (refer to the Contact Guide).
4. When entering WebTADS for each center, you will have change to several different servers. Click [here](#) for each server by Center.
5. Write the applicable Center and the Current Pay Period at the top right-hand corner on all documents printed.
6. Check off the reports on the Closeout Timeline once you complete them.

Systems Used:


1. WebTADS – Entry
2. FPPS – Verification
3. Scanner System – Entry



<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
<p>1. Begin the Close-out Process</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Print the "Close-out Checklist."</p>	<p>Located on the shared file.</p>
<p>2. Verify WebTADS status is in Lockout Administration.</p> <p>NSSC Payroll (SP)</p> <p><i>*Note: The CPO will contact you (via phone or email)</i></p>	<p>2.1. Log-on to WebTADS via the Internet.</p> <p>2.1.a. Job Aide ⇌</p>	<p>2.1.a.i. Enter User-Id and Password. Click [OK].</p> <p>2.1.a.ii. Under "Location", change the center by clicking [9999] at the top of the page.</p> <p>2.1.a.iii. Under "Edit Session" click the [drop-down box] and select the</p>


<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
<p>when they have completed their audit.</p>	<p>2.2. Verify the Dashboard is locked.</p> <p>2.2.b. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If Dashboard is locked, proceed to <u>Step 3.</u> ◆ If Dashboard is unlocked, <u>contact CPO to lock the dashboard.</u> Once CPO states that they locked the dashboard, go back to Step 2.2 to verify. 	<p>applicable center.</p> <p>2.1.a.iv. Click [Submit].</p> <p>2.2.b.i. Click [Administration] located on the toolbar.</p> <p>2.2.b.ii. Beside Dashboard, click the  button.</p> <p>You should see the following.</p> <div data-bbox="1052 779 1481 890">  <p>Payroll check completed at 04/17/2006 10:56:35 by PRINT, SUSAN G (PP 04/02/2006 - 04/15/2006)</p> </div>
<p>3. Audit the “AWS Report”.</p> <p>NSSC Payroll (SP)</p> <p>The AWS report lists a comparison of WebTADS attributes of the prior pay period and the current pay period.</p>	<p>3.2. Save the “AWS Report.”</p> <p>3.2.a. Job Aide ⇨</p> <p>3.3. Compare the “Tour Type” column from the Previous Pay Period</p>	<p>3.2.a.i. Click [Reports] located on the toolbar.</p> <p>3.2.a.ii. Scroll down to the “Administrative Reports” section.</p> <p>3.2.a.iii. Select the “Alternative Work Schedule (AWS) report” by clicking the  (quick report) icon.</p> <p>3.2.a.iv. Click the [save icon].</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><i>column to the Current Pay Period column; checking to see if the employee's tour type can earn (or not earn) credit hours.</i></p> <p>Note: Only F (flexible), M (Maxiflex), or V (Variable) tour types can earn credit hours.</p> <p>3.3.a. Job aide ⇨</p> <ul style="list-style-type: none"> ◆ <i>If F, M, or V is <u>not found</u> in the <u>1st column</u> and <u>found</u> in the <u>2nd column</u>, the employee went from a schedule that does not earn credit hours to a schedule that earns credit hours. <u>Proceed to Step 4.</u></i> ◆ <i>If F, M, or V is <u>found</u> in the <u>1st column</u> and <u>not found</u> in the <u>2nd</u></i> 	<p>3.3.a.i. View the Previous Pay Period section; looking for the letters <u>E</u>, <u>M</u>, or <u>V</u>.</p> <ul style="list-style-type: none"> ◆ <i>If those letters are found, highlight them.</i> ◆ <i>If those letters are not found, no action is necessary.</i> <p>3.3.a.ii. View the Current Pay Period section; looking for the letters <u>E</u>, <u>M</u>, or <u>V</u>.</p> <ul style="list-style-type: none"> ◆ <i>If those letters are found, highlight them.</i> ◆ <i>If those letters are not found, no action is necessary.</i>


<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><u>column</u>, the employee went from a schedule that earns credit hours to a schedule that does not earn credit hours. Therefore, the <u>credit hour balance needs to be checked in FPPS</u>.</p> <p>3.4. Check FPPS to determine if a Credit Hour balance exists.</p> <p>3.4.a. Job Aide ⇨</p> <p>♦ If no balance appears, write 0 next to the employee's name and <u>proceed to Step 4</u>.</p> <p>♦ If a balance appears, the <u>credit hour balance needs to be paid in</u></p>	<p>3.4.a.i. Log-on to FPPS. (https://securefpps.nbc.gov)</p> <p>3.4.a.ii. Enter User-Id and password.</p> <p>3.4.a.iii. Click on [FPPS Production].</p> <p>3.4.a.iv. Enter LVVW code in the FPPS Command section in the top right-hand corner and click [GO],</p> <p>-- Or --</p> <p>Click [Employee & Position Views], then click [Leave Record (LVVW)]</p> <p>3.4.a.v. Enter employee's social security number.</p> <p>3.4.a.vi. Enter the Current Pay Period.</p> <p>3.4.a.vii. Click [OK].</p> <p>3.4.a.viii. Click [OK] to move through the leave screens until the Credit Hour screen appears.</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><u>WebTADS</u>; notate the balance on the printout.</p> <p>3.5. Pay Credit Hours in WebTADS.</p> <p>3.6. Change the AWS Code and Work Schedule in FPPS.</p>	<p>Refer to Payment of Credit Hours Procedure.</p> <p>Refer to the AWS Change Report Procedure.</p>
<p>4. Audit the "Timesheet Error Report."</p> <p>NSSC Payroll</p> <p>The "Timesheet Error Report" lists all Critical(s), Error(s), and Warning(s) shown on an employee's timesheet.</p>	<p>4.1. Print the "Timesheet Error Report."</p> <p>4.1.a. Job Aide ⇨</p> <p>4.2. Review the "Descriptions" for each employee.</p> <p>4.2.a. If the "Descriptions" are not located on the _____ spreadsheet, then no action is necessary. <u>Proceed to Step 5.</u></p> <p>4.2.b. If the "Descriptions" are located on the _____ spreadsheet,</p>	<p>4.1.a.i. Click [Reports] located on the toolbar.</p> <p>4.1.a.ii. Scroll down to the "Errors and Warnings Payroll Reports" section.</p> <p>4.1.a.iii. Select "Timesheet Error" by clicking the  (quick report) icon.</p> <p>4.1.a.iv. Make sure all boxes are checked.</p> <p>4.1.a.v. Click [Submit]. Select the [Print] icon.</p> <p>Reference _____ spreadsheet.</p> <p>4.1.b.i. At the top of the</p>


<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><i>then <u>check the employee's timesheet</u> for any discrepancies.</i></p> <ul style="list-style-type: none"> ◆ <i>If the discrepancies are going to affect the employee's pay, a message form will have to be submitted via <u>WebTADS to DOI</u>.</i> ◆ <i>If the discrepancies are not going to affect the employee's pay, a PPPA (Prior Pay Period Adjustment) may be necessary. <u>Proceed to Step 5</u>.</i> <p>4.3. Notate any discrepancies on the Timesheet Error Report printout.</p>	<p><i>page, click the  (Employee Search) icon.</i></p> <p>4.1.b.ii. Enter the employee's social security number and click [Query].</p> <p>4.1.b.iii. Select the applicable employee.</p> <p>4.1.b.iv. Once the Current timesheet appears, review the timesheet for any discrepancies.</p>
<p>5. Audit the "Duty Status Change Report."</p> <p>NSSC Payroll (SP)</p> <p><i>The "Duty Status Change Report" lists all separations and new hires</i></p>	<p>5.1. Print the "Duty Status Change Report."</p> <p>5.1.a. Job Aide ⇨</p> <p><i>Note: This report is for informational purposes only and no action needs to be taken.</i></p>	<p>5.1.a.i. Click [Reports] located on the toolbar.</p> <p>5.1.a.ii. Scroll down to the "Administrative Reports" section.</p> <p>5.1.a.iii. Select the "Duty Status Change Report" by clicking the  (Quick report) icon.</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
<i>which have been completed in FPPS and imported into WebTADS.</i>		5.1.a.iv. Click the [Print] icon.
<p>6. Audit “Donated Leave Plan Report.”</p> <p>NSSC Payroll (SP)</p> <p>The “Donated Leave Plan Report” lists all the recipients on the donated leave program.</p>	<p>6.1. Save and Open the “Donated Leave Plan Report.”</p> <p>6.1.a. Job Aide ⇨</p> <p>6.2. Review columns I and J on the Donated Leave Plan Report to verify that the employees has no critical errors or warnings.</p> <p>♦ If no critical errors or warnings exist, proceed to Step 7.</p> <p>♦ If there are critical errors or warnings, proceed to the next Step.</p> <p>6.3. Review the employee’s</p>	<p>6.1.a.i. Click [Reports] located on the toolbar.</p> <p>6.1.a.ii. Scroll down to the “Administrative Reports” section.</p> <p>6.1.a.iii. Select the “Donated Leave Plan Report” by clicking the  (Excel) icon.</p> <p>6.1.a.iv. Click [Save] when pop-up box appears.</p> <p>6.1.a.v. Save to N: / Drive.</p> <p>6.1.a.vi. Click [Open].</p> <p>Note: Not all employees on this report will charge to a Donated Leave type in this pay period.</p>


<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><i>timesheet to verify critical and warnings are not for charging AL or SL.</i></p> <p>6.3.a. Job Aide ⇌</p> <ul style="list-style-type: none"> ◆ If the employee's errors are not for charging AL or SL, <u>proceed to Step 7.</u> ◆ If the employee has any type of Annual or Sick Leave charged Warning, <u>contact the CPO</u> and verify the employee intended to charge to Annual Leave and/or Sick Leave. If the CPO verifies that the employee made an error, a future PPPA will probably be necessary, <u>proceed to Step 7.</u> 	<p>6.3.a.i. At the top of the page, click the 🔍 (Employee Search) icon.</p> <p>6.3.a.ii. Enter the employee's social security number and click [Query].</p> <p>6.3.a.iii. Select the applicable employee.</p> <p>6.3.a.iv. Once the Current timesheet appears, click on the 📄 (history) icon.</p> <p>6.3.a.v. Scroll down to the "Pay Period Hour Type Totals - Normal and previously Accepted Adjustments" section.</p> <p>6.3.a.vi. Cut and Paste the Critical/ Warning errors on the employee's timesheet onto the Excel Spreadsheet.</p> <p>This section summarizes the hours the employee charged</p> <p>Note: The Competency Center only needs notification if an employee intended to use Annual Leave. Therefore, send an email notification to the Competency Center personnel.</p>
7. Audit the " Pay Plan Change Report ".	1.2. Print the " Pay Plan "	

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
<p>NSSC Payroll (SP)</p> <p>The "Pay Plan Change Report" lists the employee's <i>that have changed pay plans (i.e. GS to SES)</i>.</p>	<p><i>Change Report."</i></p> <p><i>1.2.a. Job Aide ⇨</i></p> <p><i>1.3. Compare the "Tour Type" column from the Previous Pay Period column to the Current Pay Period column; checking to see if the employee's pay plan can earn (or not earn) Credit Hours.</i></p> <p><i>1.3.a. Job Aide ⇨</i></p> <p>Note: Only WG (Wage Grade), GM (General Manager), and GS (General Schedule) pay plans have the potential to earn credit hours.</p> <p>◆ <i>If WG, GM, or GS is</i></p>	<p><i>7.1.a.i. Click [Reports] located on the toolbar.</i></p> <p><i>7.1.a.ii. Scroll down to the "Administrative Reports" section.</i></p> <p><i>7.1.a.iii. Select the "Pay Plan Change Report" by clicking the  (quick report) icon.</i></p> <p><i>7.1.a.iv. Click the [Print icon].</i></p> <p><i>7.2.a.i. Viewing the Previous Pay Period section; first look for the following pay plans WG, GM, and GS.</i></p> <ul style="list-style-type: none"> ◆ <i>If those letters are found, highlight them.</i> ◆ <i>If those letters are not found, no action is necessary.</i> <p><i>7.2.a.ii. View the Current Pay Period section; looking for the letters WG, GM, and GS.</i></p> <ul style="list-style-type: none"> ◆ <i>If those letters are found, highlight them.</i> ◆ <i>If those letters are not found, no action is necessary.</i>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><i>not found in the <u>1st column</u> and <u>found</u> in the <u>2nd column</u>, the employee went from a schedule that does not earn credit hours to a schedule that earns credit hours. <u>Proceed to Step 8.</u></i></p> <p>♦ <i>If WG, GM, or GS is <u>found</u> in the <u>1st column</u> and <u>not found</u> in the <u>2nd column</u>, the employee went from a schedule that earns credit hours to a schedule that does not earn credit hours. Therefore, the <u>credit hour balance needs to be checked in FPPS.</u></i></p> <p>1.4. Check FPPS to determine if a Credit Hour balance exists.</p> <p>1.4.a. Job Aide ⇨</p>	<p>7.3.a.i. Log-on to FPPS. (https://securefpps.nbc.gov)</p> <p>7.3.a.ii. Enter User-Id and password.</p> <p>7.3.a.iii. Click on [FPPS Production].</p> <p>7.3.a.iv. Enter LVVW code in the FPPS Command section in the top right-hand corner and click [GO],</p> <p>-- Or --</p> <p>Click [Employee & Position Views], then click [Leave Record (LVVW)]</p> <p>7.3.a.v. Enter employee's social security number.</p> <p>7.3.a.vi. Enter the Current Pay Period.</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>♦ <i>If no balance appears, write 0 next to the employee's name and <u>proceed to Step 8</u>.</i></p> <p>♦ <i>If a balance appears, the <u>credit hour balance needs to be paid in WebTADS</u>; notate the balance on the printout.</i></p> <p>1.5. Pay Credit Hours in WebTADS.</p> <p>1.5.a. Job Aide ⇨</p>	<p>7.3.a.vii. Click [OK].</p> <p>7.3.a.viii. Click [OK] to move through the leave screens until the Credit Hour screen appears.</p> <p>7.4.a.i. Refer to the Payment of Credit Hours Procedure.</p>
<p>8. Audit the "Wage Grade Report".</p> <p>NSSC Payroll (SP)</p> <p>The "Wage Grade Report" lists the employee's <i>that have a pay plan "WG", commonly referred to as Wage Grade.</i></p>	<p>i. ⇨</p> <p>a. Print the "Wage Grade Report."</p> <p>Job Aide</p> <p>b. Review the employee's</p>	<p>8.2.a.i. Click [Reports] located on the toolbar.</p> <p>8.2.a.ii. Scroll down to the "Standard Payroll Reports" section.</p> <p>8.2.a.iii. Select the "Wage Grade Report" by clicking the  (quick report) icon.</p> <p>8.2.a.iv. Click the [Print icon].</p>


<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><i>timesheet to confirm to see if <u>the last day the employee worked</u> was recorded on the second or third shift hour type.</i></p> <p>8.2.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ <i>If the employee's last day was not worked on the second or third shift, return to the "Wage Grade Report" and select the next employee.</i> ◆ <i>If the employee's last day was worked on the second shift, the FEGLI2 message must be applied to the employee's timesheet.</i> ◆ <i>If the employee's last day was worked on the third shift, the FEGLI3 message must be applied to the employee's timesheet.</i> <p>Note: When checking the employee's timesheet, please remember that Shift 2 and Shift 3 can both apply to any hour type (i.e. AL2 or CTU3). The FEGLI message will be applied to the employee's timesheet and will be sent to DOI in the TAFILE to indicate the</p>	<p>8.3.a.i. Click on the employee name to go to the current period timesheet.</p> <p>Go to the top of the employee's timesheet and click [FEGLI2].</p> <p>Go to the top of the employee's timesheet and click [FEGLI3].</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	employee must pay a higher FEGLI rate.	
<p>9. Audit "Timesheet Summary Report" from WebTADS to perform filters.</p> <p>NSSC Payroll (SP)</p>	<p>9.1. Save and Open the "Timesheet Summary Report."</p> <p>9.1.a. Job Aide ⇨</p> <p>9.2. Setup spreadsheet to perform filters</p> <p>9.2.a. Job Aide ⇨</p>	<p>9.2.a.i. Click [Reports] located on the toolbar.</p> <p>9.2.a.ii. Scroll down to the "Administrative Reports" section.</p> <p>9.2.a.iii. Click the  (Excel) icon by the "Timesheet Summary Report."</p> <p>9.2.a.iv. Click [Save] when pop-up box appears.</p> <p>9.2.a.v. Save to N: / Drive.</p> <p>9.2.a.vi. Click [Open].</p> <p>9.2.a.i. Highlight Row 14, by clicking on the [number 14].</p> <p>9.2.a.ii. From the toolbar, select the following:</p> <p style="padding-left: 40px;">[Data]</p> <p style="padding-left: 40px;">[Filter]</p> <p style="padding-left: 40px;">[Auto-Filter]</p>
<p>10. The 1st filter checks for unapproved timesheets for all active paid employees including astronauts.</p> <p>NSSC Payroll (SP)</p>	<p>10.1. Hide all columns except Bureau, User, SSN, Duty Status, WS Code, Approved, and Contractor.</p> <p>10.1.a. Job Aide ⇨</p>	<p>10.2.a.i. Highlight the Columns by clicking on their [corresponding letter]. Right click with your mouse and select</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>10.2. Filter out the separated employees by changing the “Duty Status” column to not equal to Z.</p> <p>10.2.a. Job Aide ⇨</p> <p>10.3. Filter out the Intermittent employee by changing the “WS Code” column to not equal to I.</p> <p>10.3.a. Job Aide ⇨</p> <p>10.4. Filter out the Approved Timesheets by changing the “Approved” column to N.</p> <p>10.4.a. Job Aide ⇨</p>	<p>[Hide].</p> <p>10.2.a.i. Click the [drop down box] beside “Duty Status.”</p> <p>10.2.a.ii. Click [Custom].</p> <p style="padding-left: 40px;">The custom auto-filter box will appear.</p> <p>10.2.a.iii. Change the “Duty Status” by clicking the [first drop-down box] and selecting [not equal to].</p> <p>10.2.a.iv. Click the other [drop-down box] and select [Z].</p> <p>10.3.a.i. Click the [drop-down box] beside “WS Code.”</p> <p>10.3.a.ii. Click [Custom].</p> <p style="padding-left: 40px;">The custom auto-filter box will appear.</p> <p>10.3.a.iii. Change the “WS Code” by clicking the [first drop-down box] and select [not equal to].</p> <p>10.3.a.iv. Click the other [drop-down box] and select [I].</p>



<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<ul style="list-style-type: none"> ◆ If the filter brings up data, <u>proceed to the next Step.</u> ◆ If the drop-down list under "Approved" has no selection for "N," it is a no data query. <u>Print the screen to a Word document.</u> <p>10.4.b. Job Aide ⇨</p> <p>10.5. Filter out the Contractor Timesheet by changing the "Contractor" column to N.</p> <p>10.5.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the filter brings up data, <u>proceed to the</u> 	<p>10.4.a.i. Click the [drop-down box] beside "Approved."</p> <p>10.4.a.ii. Select [N].</p> <p>10.4.b.i. Rest the cursor on the column that contains no results.</p> <p>10.4.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>10.4.b.iii. Go to MS Word and open a new document.</p> <p>10.4.b.iv. Click anywhere on the document; making sure the cursor is "blinking."</p> <p>10.4.b.v. Hold down the <u>CTRL and V</u> buttons simultaneously. The copied spreadsheet image should appear.</p> <p>10.4.b.vi. Move back to the "Timesheet Summary Report" and <u>proceed to Step 10.10.</u></p> <p>10.5.a.i. Click the [drop-</p>




<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><u>next Step</u></p> <p>♦ If the drop-down list under "Contractor" has no selection for "N," it is a no data query. <u>Print the screen to a Word document.</u></p> <p>10.5.b. Job Aide ⇨</p> <p>10.6. Copy filtered results to a word document.</p> <p>10.6.a. Job Aide ⇨</p>	<p>down box] beside "Contractor."</p> <p>10.5.a.ii. Select [N].</p> <p>10.5.b.i. Rest the cursor on the column that contains no results.</p> <p>10.5.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>10.5.b.iii. Go to MS Word and open a new document.</p> <p>10.5.b.iv. Click anywhere on the document; making sure the cursor is "blinking."</p> <p>10.5.b.v. Hold down the <u>CTRL and V</u> buttons simultaneously. The copied spreadsheet image should appear.</p> <p>10.5.b.vi. Move back to the "Timesheet Summary Report" and <u>proceed to Step 10.10.</u></p> <p>10.6.a.i. Hold down the <u>CTRL, ALT, PRINT SCREEN</u></p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>10.7. Review the current timesheet for all employees listed to inquire why they have unapproved timesheets.</p> <p>10.7.a. Job Aide ⇌</p> <p>10.8. Once the Current timesheet appears, scroll down the timesheet and see if any hours have been entered.</p> <ul style="list-style-type: none"> ◆ If the employee has hours, contact the CPO; a message form via WebTADS to DOI may be necessary, <u>proceed to Step 10.</u> ◆ If the employee has no hours on the timesheet, no action is needed by you; <u>proceed to Step 9.10.</u> <p>10.9. Type the corrective action on the Word document and click [Save].</p>	<p>buttons simultaneously.</p> <p>10.6.a.ii. Go to MS Word and open a new document.</p> <p>10.6.a.iii. Click anywhere on the document; making sure the cursor is "blinking."</p> <p>10.6.a.iv. Hold down the <u>CTRL</u> and <u>V</u> buttons simultaneously. The copied spreadsheet image should appear</p> <p>10.7.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>10.7.a.ii. Enter the employee's social security number and click [Query].</p> <p>10.7.a.iii. Select the applicable employee.</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>10.10. Unhide all columns and remove all filters.</p> <p>10.10.a.</p>	<p>10.10.a.i. Highlight all columns, right click, and select [Unhide].</p> <p>10.10.a.ii. Highlight Row 14, by clicking on the [Number 14].</p> <p>10.10.a.iii. From the toolbar, select the following:</p> <p style="padding-left: 40px;">[Data]</p> <p style="padding-left: 40px;">[Filter]</p> <p style="padding-left: 40px;">[Show-All]</p>
<p>11. The 2nd filter checks for active employees who may have an invalid hour type on their timesheet.</p> <p>NSSC Payroll (SP)</p>	<p>11.1. Hide all columns except Bureau, User, SSN, Duty Status, and Profile ACG OK.</p> <p>11.1.a. Job Aide ⇨</p> <p>11.2. Filter out the separated employees by changing the "Duty Status" column to not equal to Z.</p> <p>11.2.a. Job Aide ⇨</p>	<p>11.2.a.i. Highlight the Columns by clicking on their [corresponding letter].</p> <p>11.2.a.ii. Right click with your mouse and select [Hide].</p> <p>11.2.a.i. Click [drop down box] beside the "Duty</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>11.3. Filter out the employees with ACG discrepancies by changing the "Profile ACG OK" column to N.</p> <p>11.3.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the filter brings up data, <u>proceed to the next Step</u>. ◆ If the drop-down list under "Profile ACG OK" has no selection for "N," it is a no data query. <u>Print the screen to your Word document</u>. <p>11.3.b. Job Aide ⇨</p>	<p>Status."</p> <p>11.2.a.ii. Click [Custom].</p> <p>The custom auto-filter box will appear.</p> <p>11.2.a.iii. Change the "Duty Status" by clicking the [first drop-down box] and select [not equal to].</p> <p>11.2.a.iv. Click the other [drop-down box] and select [Z].</p> <p>11.3.a.i. Click the [drop down box] beside "Profile ACG OK."</p> <p>11.3.a.ii. Select [N].</p> <p>11.3.b.i. Rest the cursor on the column that contains no results.</p> <p>11.3.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>11.3.b.iii. Go to your Word document.</p> <p>11.3.b.iv. Hold down the <u>CTRL and V</u> buttons simultaneously to copy</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>11.4. Copy filtered results to your word document.</p> <p>11.4.a. Job Aide ⇌</p> <p>11.5. Review the current timesheet for all employees listed to inquire why they have an invalid hour type.</p> <p>11.5.a.</p> <p>11.6. Use the employee's</p>	<p>under your 1st filter. The copied image should appear.</p> <p>11.3.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 11.10.</u></p> <p>11.4.a.i. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>11.4.a.ii. Go to your Word document.</p> <p>11.4.a.iii. Hold down the <u>CTRL and V</u> buttons simultaneously to copy under your 1st filter.</p> <p>11.4.a.iv. Move back to the "Timesheet Summary Report" and <u>proceed to Step 11.5.</u></p> <p>11.5.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>11.5.a.ii. Enter the employee's social security number and click [Query].</p> <p>11.5.a.iii. Select the applicable employee.</p> <p>11.5.a.iv. Once the Current timesheet appears, click on the  (Leave Balances) icon.</p> <p>11.5.a.v. Look up the ACG code located in the</p>


<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><i>ACG code to verify the available hour types.</i></p> <p><i>11.6.a.</i></p> <p><i>11.7. Compare the hour types listed on the employee's timesheet to the hour types available under the employee's ACG code.</i></p> <ul style="list-style-type: none"> ◆ <i>If the employee has a valid hour type, <u>proceed to the next Step.</u></i> ◆ <i>If the employee has an invalid hour type, capture the timesheet "as is."</i> <p><i>11.7.a.</i></p> <p><i>11.8. Delete the invalid hour type from the employee's timesheet.</i></p> <p><i>11.8.a.</i></p>	<p><i>"WebTADS Attributes" section.</i></p> <p><i>11.6.a.i. Refer to the <u>ACG spreadsheet</u> (located on the shared drive), which contains a list of all available hour types for each ACG code.</i></p> <p><i>11.6.a.ii. To get back to the employee's timesheet click, the  (Edit Timesheet) icon by the employee's name.</i></p> <p><i>11.7.a.i. Print the current timesheet.</i></p> <p><i>11.7.a.ii. Print the  (Leave Balances) Page by clicking the [Print icon].</i></p> <p><i>11.7.a.iii. Go back to the current timesheet by clicking the  (Edit Timesheet) icon.</i></p>



<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>11.9. Type Corrective Action information on the word document and click [Save].</p> <p>11.10. Unhide all columns and remove all filters.</p> <p>11.10.a.</p>	<p>11.8.a.i. Go to the incorrectly listed hour type.</p> <p>11.8.a.ii. Click the [X] by "Delete Project."</p> <p>11.10.a.i. Highlight all columns, right click, and select [Unhide].</p> <p>11.10.a.ii. Highlight Row 14, by clicking on the [number 14].</p> <p>11.10.a.iii. From the toolbar, select the following:</p> <p>[Data]</p> <p>[Filter]</p> <p>[Show-All]</p>
<p>12. The 3rd filter is to ensure that any intermittent employees' with hours has an approved timesheet.</p> <p>NSSC Payroll (SP)</p>	<p>12.1. Hide all columns except Bureau, User, SSN, Duty Status, WS Code, Timesheet Hours, and Approved.</p> <p>12.1.a. Job Aide ⇨</p> <p>12.2. Filter out the separated employees by changing the "Duty Status" column to not equal to Z.</p> <p>12.2.a. Job Aide ⇨</p>	<p>12.1.a.i. Highlight the Columns by clicking on their [corresponding letter]. Right click with your mouse and select [Hide].</p> <p>12.2.a.i. Click [Custom].</p> <p>12.2.a.ii. Click the [drop</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>12.3. Filter the Intermittent employee by changing the “WS Code” column to I.</p> <p>12.3.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the filter brings up data, <u>proceed to the next Step</u>. ◆ If the drop-down list under “WS Code” has no selection for “I,” it is a no data query. <u>Print the screen to your Word document</u>. <p>12.3.b. Job Aide ⇨</p>	<p>down box] beside “Duty Status.”</p> <p>12.2.a.iii. Click [Custom].</p> <p>The custom auto-filter box will appear.</p> <p>12.2.a.iv. Change the “Duty Status” by clicking the [first drop-down box] and select [not equal to].</p> <p>12.2.a.v. Click the other [drop-down box] and select [Z].</p> <p>12.3.a.i. Change the “WS Code” by clicking the [first drop-down box].</p> <p>12.3.a.ii. Select [I].</p> <p>12.3.b.i. Rest the cursor on the column that contains no results.</p> <p>12.3.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>12.3.b.iii. Open your Word document.</p> <p>12.3.b.iv. Press <u>Ctrl and V</u> simultaneously to paste the results under the 3rd filter. The copied image should appear.</p> <p>12.3.b.v. Move back to the</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>12.4. Filter out all timesheets that contain zero hours by changing the "Timesheet Hours" column to not equal 0.</p> <p>12.4.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the filter produces data, <u>proceed to the next Step</u>. . ◆ If the drop-down list under "Approved" has no selection for "N," it is a no data query. <u>Print the screen to your Word document</u>. <p>12.4.b. Job Aide ⇨</p>	<p><i>"Timesheet Summary Report" and <u>proceed to Step 12.9</u>.</i></p> <p>12.4.a.i. Click the [drop down box] beside "Timesheet Hours."</p> <p><i>The custom auto-filter box will appear.</i></p> <p>12.4.a.ii. Change the "Timesheet Hours" by clicking the [first drop-down box] and select [not equal to].</p> <p>12.4.a.iii. Click the other [drop-down box] and select [0].</p> <p>12.4.b.i. Rest the cursor on the column that contains no results.</p> <p>12.4.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>12.4.b.iii. Open your Word document.</p> <p>12.4.b.iv. Press <u>Ctrl and V</u> simultaneously to paste the results under the 3rd</p>


<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>12.5. Filter out all approved timesheet by changing the "Approved" column to N.</p> <p>12.5.a. Job Aide ⇌</p> <ul style="list-style-type: none"> ◆ If the filter produces data, <u>proceed to the next Step.</u> ◆ If the drop-down list under "Approved" has no selection for "N," it is a no data query. <u>Print the screen to your Word document.</u> <p>12.5.b. Job Aide ⇌</p> <p>12.6. Copy the filtered results to your word document.</p>	<p>filter. The copied image should appear.</p> <p>12.4.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 12.9.</u></p> <p>12.5.a.i. Click the [drop-down box] beside "Approved."</p> <p>12.5.a.ii. Select [N].</p> <p>12.5.b.i. Rest the cursor on the column with no results.</p> <p>12.5.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>12.5.b.iii. Open your word document.</p> <p>12.5.b.iv. Press <u>Ctrl and V</u> simultaneously to paste the results under the 3rd filter. The copied image should appear.</p> <p>12.5.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 12.9.</u></p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>12.6.a. Job Aide ⇨</p> <p>12.7. Review all employees' timesheets to verify the Intermittent employees' timesheets were approved.</p> <p>12.7.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the Intermittent employee has no hours recorded, then no action is necessary. <u>Proceed to the next Step.</u> ◆ If the Intermittent employee has hours recorded, then <u>capture</u> the information "as is." 	<p>12.6.a.i. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>12.6.a.ii. Go to your Word document.</p> <p>12.6.a.iii. Press <u>Ctrl and V</u> simultaneously to paste the results under the 3rd filter. The copied image should appear.</p> <p>12.6.a.iv. Move back to the "Timesheet Summary Report" and <u>proceed to Step 12.7.</u></p> <p>12.7.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>12.7.a.ii. Enter the employee's social security number and click [Query].</p> <p>12.7.a.iii. Select the applicable employee.</p> <p>12.7.a.iv. Once the Current timesheet appears, scroll down; verifying if the employee entered any hours.</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>12.7.b. Job Aide ⇨</p> <p>12.8. Type the Corrective Action information on your word document and click [Save].</p> <p>12.9. Unhide all columns and remove all filters.</p> <p>12.9.a. Job Aide ⇨</p>	<p>12.7.b.i. Print the  (Leave Balances) Page.</p> <p>12.7.b.ii. Go to the "Leave Balances" page and click the [Print] icon.</p> <p>12.7.b.iii. Go back to the current timesheet by clicking the  (Edit Timesheet) icon.</p> <p>12.7.b.iv. Notate the discrepancy on the Page(s) printed.</p> <p>12.9.a.i. Highlight all columns, right click, and select [Unhide].</p> <p>12.9.a.ii. Highlight Row 14, by clicking on the [number 14].</p> <p>12.9.a.iii. From the toolbar, select the following:</p> <p>[Data]</p> <p>[Filter]</p> <p>[Show-All]</p>
<p>13. The 4th filter is to ensure that no contractors have an approved timesheet.</p> <p>NSSC Payroll (SP)</p>	<p>13.1. Hide all columns except Bureau, User, SSN, Duty Status, Approved, and Contractor.</p> <p>13.1.a. Job Aide ⇨</p>	<p>13.1.a.i. Highlight the Columns by clicking on their [corresponding letter].</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>13.2. Filter out the separated employees by changing the “Duty Status” column to not equal to Z.</p> <p>13.2.a. Job Aide ⇨</p> <p>13.3. Filter out all approved timesheets by changing the “Approved” to Y.</p> <p>13.3.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the filter produces data, <u>proceed to the next Step</u>. ◆ If the drop-down list under “Approved” has no selection for “Y,” it is a no data query. <u>Print the screen to your Word document</u>. <p>13.3.b. Job Aide ⇨</p>	<p>13.1.a.ii. Right click with your mouse and select [Hide].</p> <p>13.2.a.i. Click the [drop down box] beside “Duty Status.”</p> <p>13.2.a.ii. Click [Custom].</p> <p>The custom auto-filter box will appear.</p> <p>13.2.a.iii. Change the “Duty Status” by clicking the [first drop-down box] and select [not equal to].</p> <p>13.2.a.iv. Click the other [drop-down box] and select [Z].</p> <p>13.3.a.i. Click the [drop down box] beside “Approved.”</p> <p>13.3.a.ii. Select [Y].</p> <p>13.3.b.i. Rest the cursor on the column with no results.</p> <p>13.3.b.ii. Hold down the</p>



<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>13.4. Filter out all contracts by changing the "Contractor" column to Y.</p> <p>13.4.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the filter produces data, <u>proceed to the next Step</u>. ◆ If the drop-down list under "Contractor" has no selection for "Y," it is a no data query. <u>Print screen to Word document</u>. <p>13.4.b. Job Aide ⇨</p>	<p><u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>13.3.b.iii. Go to your Word document.</p> <p>13.3.b.iv. Press <u>Ctrl and V</u> simultaneously to paste the results under the 4th filter. The copied image should appear.</p> <p>13.3.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 13.8</u>.</p> <p>13.4.a.i. Click the [drop down box] beside "Contractor."</p> <p>13.4.a.ii. Select [Y].</p> <p>13.4.b.i. Rest the cursor on the column with no results.</p> <p>13.4.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>13.4.b.iii. Go to your word document.</p> <p>13.4.b.iv. Press <u>Ctrl and V</u> simultaneously to paste the results under the 4th filter. The copied image should appear.</p>




<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>13.5. Copy the filtered results to your Word document.</p> <p>13.5.a. Job Aide ⇨</p> <p>13.6. Review all employees' timesheets to ensure no contractors have been approved.</p> <p>13.6.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the contractor has no hours recorded, then no action is necessary; <u>proceed to the next Step.</u> ◆ If the employee has hours, <u>contact the CPO</u>; unlocking the dashboard may be 	<p>13.4.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 13.8.</u></p> <p>13.5.a.i. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>13.5.a.ii. Go to your Word document.</p> <p>13.5.a.iii. Hold down the <u>CTRL and V</u> buttons simultaneously to paste under your 4th filter. The copied image should appear.</p> <p>13.5.a.iv. Move back to the "Timesheet Summary Report" and <u>proceed to Step 13.6.</u></p> <p>13.6.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>13.6.a.ii. Enter the employee's social security number and click [Query].</p> <p>13.6.a.iii. Select the applicable employee.</p> <p>13.6.a.iv. Once the Current timesheet appears, scroll down; verifying if the employee has entered any hours.</p>


<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><i>necessary. Complete the necessary steps and <u>proceed to Step 13.8.</u></i></p> <p><i>13.7. Type the Corrective Action information on your word document and click [Save].</i></p> <p><i>13.8. Unhide all Columns and remove all filters.</i></p> <p><i>13.8.a. Job Aide ⇨</i></p>	<p>♦ <i>For steps on unlocking the dashboard refer to Step 16.</i></p> <p><i>13.8.a.i. Highlight all columns, right click, and select [Unhide].</i></p> <p><i>13.8.a.ii. Highlight Row 14, by clicking on the [number 14].</i></p> <p><i>13.8.a.iii. From the toolbar, select the following:</i></p> <p style="padding-left: 40px;"><i>[Data]</i></p> <p style="padding-left: 40px;"><i>[Filter]</i></p> <p style="padding-left: 40px;"><i>[Show-All]</i></p>
<p><i>14. The 5th filter is to ensure that any timesheets with zero hours has not been approved.</i></p> <p>NSSC Payroll (SP)</p>	<p><i>14.1. Hide all columns except Bureau, User, SSN, Timesheet Hours, and Approved.</i></p> <p><i>14.1.a. Job Aide ⇨</i></p> <p><i>14.2. Filter out the timesheets with zero hours by changing the "Timesheet Hours" column to 0.</i></p>	<p><i>14.1.a.i. Highlight the Columns by clicking on their [corresponding letter].</i></p> <p><i>14.1.a.ii. Right click with your mouse and select [Hide].</i></p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>14.2.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the filter produces data, <u>proceed to the next Step.</u> ◆ If the drop-down list under "Timesheet Hours" has no selection for "0," it is a no data query. <u>Print the screen to your Word document.</u> <p>14.2.b. Job Aide ⇨</p> <p>14.3. Filter out "Approved" that are Y.</p> <p>14.3.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the filter produces data, <u>proceed to the next Step.</u> ◆ If the drop-down list under "Approved" has no selection for "Y," it 	<p>14.2.a.i. Click the [drop down box] beside "Timesheet Hours."</p> <p>14.2.a.ii. Select [0].</p> <p>14.2.b.i. Rest the cursor on the column that contains no results.</p> <p>14.2.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>14.2.b.iii. Go to your word document.</p> <p>14.2.b.iv. Press Ctrl and V simultaneously to paste the results under the 5th filter.</p> <p>14.2.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 14.8.</u></p> <p>14.3.a.i. Click the [drop down box] beside "Approved."</p> <p>14.3.a.ii. Select "Y."</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p><i>is a no data query.</i> <u>Print the screen to your Word document.</u></p> <p>14.3.b. Job Aide ⇨</p> <p>14.4. If the filter produces data, copy results to a word document.</p> <p>14.4.a. Job Aide ⇨</p> <p>14.5. Review all employees' timesheets to ensure no NASA Employees' timesheet has been approved with zero hours.</p> <p>14.5.a. Job Aide ⇨</p>	<p>14.3.b.i. Rest the cursor on the column that contains no results.</p> <p>14.3.b.ii. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>14.3.b.iii. Go to your word document.</p> <p>14.3.b.iv. Press <u>Ctrl and V</u> simultaneously to paste the results under the 5th filter.</p> <p>14.3.b.v. Move back to the "Timesheet Summary Report" and <u>proceed to Step 14.8.</u></p> <p>14.4.a.i. Hold down the <u>CTRL, ALT, PRINT SCREEN</u> buttons simultaneously.</p> <p>14.4.a.ii. Go to your word document.</p> <p>14.4.a.iii. Hold down the <u>CTRL and V</u> buttons simultaneously to paste under your 5th filter. The copied image should appear.</p> <p>14.4.a.iv. Move back to the "Timesheet Summary Report" and <u>proceed to Step 14.5.</u></p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	<p>Note: Experts/Consultants (ACG 24, 25, & 26) should be the only timesheets with zero hours.</p> <p>14.6. Once the Current timesheet appears, verify if timecard is for a NASA Employee.</p> <p>14.6.a. Job Aide ⇨</p> <ul style="list-style-type: none"> ◆ If the timesheet is not a NASA Employee (Experts/Consultants) then no action is necessary; <u>proceed to Step 14.8.</u> ◆ If the timesheet is for a NASA Employee, a message form via WebTADS to DOI may be necessary. Complete the necessary steps and <u>proceed to Step 14.7.</u> <p>14.6.b. Job Aide ⇨</p> <p>14.7. Type the Corrective Action information on your word document and click [Save].</p>	<p>14.5.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>14.5.a.ii. Enter the employee's social security number and click [Query].</p> <p>14.5.a.iii. Select the applicable employee.</p> <p>14.6.a.i. Click the  (Leave Balances) icon.</p> <p>14.6.a.ii. Look at the ACG to verify if the person is a NASA employee.</p> <p>14.6.a.iii. Reference ACG Spreadsheet located on the shared drive.</p> <p>14.6.b.i. Print the current timesheet.</p> <p>14.6.b.ii. Notate the discrepancy on the Page(s) printed.</p>

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
	14.8. Close the Timesheet Summary Spreadsheet, <u>proceed to Step 15.</u>	Click [No] when prompted to save the changes.
15. Audit Holiday Reports. <i>Note: Only if there was a Holiday in the pay period.</i>	15.1. Print Holiday Reports.	Refer to Holiday Close-Out Procedure.
16. Steps for Unlocking the Dashboard. NSSC Payroll (SP) <i>Note: When unlocking the dashboard, please be careful to get the problem resolved quickly because once unlocked the employees have opportunities to make changes in their timesheets.</i> <i>WARNING! If you unlock the system, you will be required to return to Step 1 of this process!</i>	16.2. Review the problem and the solution with the CPO and determine the plan of action. Note: Unlocking the dashboard should only be used if necessary sufficient pay effecting changes. 16.3. Unlock the dashboard. 16.3.a. Job Aide ⇌ 16.4. Once the problem is corrected, verify that the CPO has reestablished "Lock Mode." 16.4.b. Job Aide ⇌ Note: The CPO must select the "Dashboard" again after the changes have been made.	16.4.a.i. Select "Administration" located on the toolbar. 16.4.a.ii. Select the Dashboard by clicking the  button 16.4.a.iii. When the "Dashboard" appears, click the  button. 16.3.b.i. Click [Administration] located on the toolbar. 16.3.b.ii. Beside Dashboard, click the  button.

<u>Roles and Responsibilities</u>	<u>Action</u>	<u>Tips</u>
<p>17. Complete the Closeout Process</p> <p>NSSC Payroll (SP)</p>	<p>17.1. Make sure that all the Close-Out reports are printed and the information has been verified</p> <p>17.2. Click the Dashboard beside NPO.</p> <p>17.2.a. Job Aide ⇨</p> <p>17.3. Scan all printed documents.</p> <p>17.4. Send the Prepared Spreadsheet to the CPO to make changes in WebTADS.</p>	<p>17.2.a.i. Select "Administration" located on the toolbar.</p> <p>17.2.a.ii. Select the Dashboard by clicking the  button</p> <p>17.2.a.iii. Print the page to show that the NPO audit has been complete.</p> <p>Reference: Scanning Procedure</p>


Death Duty Status


Notes:


1. Entering a Death Duty Status into WebTADS follows the same schedule as processing PPPAs-cut off is Day 11 of the pay period.
2. Write the applicable Center and the current pay period in the top right-hand corner of all documents.
3. The Human Resource Department will forward the notification of the employee's death to the NPO.

Systems Used:

1. *WebTADS – Entry*
2. *Scanner System – Entry*

<i>Roles and Responsibilities</i>		
<p>1. Audit WebTADS to verify a timecard has been entered for the deceased employee.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Log-on to WebTADS via the internet.</p> <p>1.1.a. Job Aide ⇨</p> <p>1.2. Input the changes in the correct fields; making sure that the correct hours are added before the incorrect hours are deleted.</p> <p>1.2.a. Job Aide ⇨</p>	<p>1.1.a.i. Enter User-Id and Password. Click [OK].</p> <p>1.1.a.ii. Change the center by clicking [9999] at the top of the page under Location:</p> <p>1.1.a.iii. Under Edit Session, click the [drop-down box] and select the applicable center.</p> <p>1.2.a.i. At the top of the page, click the  (Employee</p>

<i>Roles and Responsibilities</i>		
		<p>Search) icon.</p> <p>1.2.a.ii. Enter the employee's social security number and click [Query].</p> <p>1.2.a.iii. Select the applicable employee.</p> <ul style="list-style-type: none"> ◆ <i>Once the Current timesheet appears, verify that "Normal" mode is set.</i> <p>1.2.a.iv. Adjust the employee's timesheet.</p> <p>1.2.a.v. When complete, click the "Update" button on upper left of "Normal" status bar.</p>
<p>2. Record Death Duty Status in WebTADS.</p> <p>NSSC Payroll (SP)</p>	<p>2.1. Enter a New Message Form to enter Death Duty Status.</p> <p>2.1.a. Job Aide ⇨</p>	<p>2.1.a.i. Click the  (Advanced Leave) icon.</p> <p>A "New Message Form" page pops up.</p> <p>2.1.a.ii. Click on the [drop-down box] and select "Death Duty Status".</p> <p>2.1.a.iii. Click [Submit].</p> <p>2.1.a.iv. Enter a justification.</p> <p>2.1.a.v. Enter the Effective Date.</p> <p>2.1.a.vi. Click [Submit]</p> <ul style="list-style-type: none"> ◆ <i>When asked to save the information, review the information.</i> ◆ <i>If correct, then click</i> ◆ [YES]. <p>Note: Be sure it is correct! UNDOING THIS ACTION IS NOT AVAILABLE.</p> <ul style="list-style-type: none"> ◆ <i>If incorrect, then click</i>

<i>Roles and Responsibilities</i>		
	<p>2.2. Review the justification in the “Comments” section to verify if the transaction entered was accepted.</p> <p>2.2.a. Job Aide ⇨</p>	<p>♦ [NO] and reenter information.</p> <p>2.1.a.vii. Click the  (Edit Timesheet) icon to return to the employee's Timesheet.</p> <p>2.2.a.i. Confirm that the comment added is on the bottom of the timesheet.</p> <p>2.2.a.ii. Click [Logout] and close WebTADS.</p>
<p>3. Audit the Death Case Packet</p> <p>NSSC Payroll (SP)</p>	<p>3.1. Verify the contents of the packet.</p> <p>3.1.a. Job Aide ⇨</p>	<p>3.1.a.i. Transmittal Sheet</p> <p>3.1.a.ii. SF2800/SF3104, Application for Death Benefits.</p> <p>3.1.a.iii. SF1153, Claim for unpaid Compensation.</p> <p>3.1.a.iv. Certified copy of death certificate.</p> <p>3.1.a.v. SF1152, Designation of Beneficiary.</p>
<p>4. Forward the packet.</p> <p>NSSC Payroll (SP)</p>	<p>4.1. Forward Information to DOI</p> <p>4.1.a. Job Aide ⇨</p>	<p>4.1.a.i. For <u>Permanent Employees</u>, forward <u>all documents</u>.</p> <p>4.1.a.ii. For <u>Temporary employees</u>, forward <u>the following</u>:</p> <p>4.1.a.iii. Transmittal Sheet</p> <p>4.1.a.iv. SF1153, Claim for unpaid Compensation.</p> <p>4.1.a.v. Certified copy of death certificate.</p> <p>4.1.a.vi. For Temporary Employees, forward:</p>

<i>Roles and Responsibilities</i>		
		4.1.a.vii. Transmittal Sheet 4.1.a.viii. SF1153, Claim for unpaid Compensation. 4.1.a.ix. Certified copy of death certificate.
5. Scan all documents.		
NSSC Payroll (SP)		

Distributing SF1150 (Record of Leave Data)

Notes:

1. A SF1150 is generated by DOI for every employee that leaves NASA (i.e. Retirement, Termination, Transfer to another agency, etc).
2. The SF1150 serves several purposes: If someone is transferring for agency to agency, that employee's leave data will be entered into FPPS (a current Leave & Earnings Statement or Employee Data Transferred – In Lieu of SP1150 serves the same purpose unless there is a break in service, then a Leave & Earnings Statement can not be accepted).
3. If someone is terminating their employment: Lump Sum Leave Payment is paid for the Vacation hours reported (Calculated and Paid by DOI).
4. The leave data is maintained in the employee file and if that employee is later hired by NASA or another agency, the SF1150 is requested and Sick Leave balance is restored.

Systems Used:

1. Scanner System- Entry
2. Fax/Email- Communication and Confirmation

Roles and Responsibilities	Action	Tips
<p>1. Evaluate the package of SF1150's received from DOI.</p> <p>NSSC Payroll (SP)</p> <p>Note: This package will be received each pay period and includes a Master list</p>	<p>1.1. Establish that an SF1150 has been received for every person listed on the Master List.</p> <p>♦ If all SF1150s have been received, proceed to Step 1.3.</p> <p>♦ If an SF1150 is missing,</p>	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
with all SF1150's included in package and individual SF1150's.	<p><i>contact DOI for a copy of the missing form.</i></p> <ul style="list-style-type: none"> ◆ <i>If an SF1150 is attached, and is not listed on the Master List: ⇨</i> ◆ <i>If there is no "NN," this SF 1150 does not belong to our agency; send the original SF 1150 back to DOI.</i> ◆ <i>If the SF 1150 has an "NN," contact DOI to inquire if it was left off the list in error.</i> <p><i>1.2. Annotate any discrepancies found on the Master List.</i></p> <p><i>1.3. Audit the information on all SF1150s against all information on the Master List. ⇨</i></p> <ul style="list-style-type: none"> ◆ <i>If the information matches, then proceed to Step 2.</i> <p><i>If the information does not match, then mark through with one line and correct.</i></p>	<p><i>Check to see if Block 3 on the form has an "NN" before the number.</i></p> <p><i>Check Name, Social Security Number, & Separation Date List.</i></p>
<p><i>2. Fax documentation.</i></p> <p>NSSC Payroll (SP)</p>	<p><i>2.1. Sign the Master List and fax to DOI contacts.</i></p>	<p><i>Once faxed, send an email to DOI Contacts confirming the receipt of the Master List.</i></p>
<i>3. Scan all documents.</i>		

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<i>NSSC Payroll (SP)</i> Note: If the SF 1150 is requested from a gaining agency, NPO will bring up the scanned file and send copy to gaining agency.		
<i>4. Distribute SF 1150's</i> <i>NSSC Payroll (SP)</i>	<i>4.1. Distribute all original SF1150 to the applicable Center's Human Resources Department.</i>	

Employment Verification

Notes:

1. *Employee signs employment verification form authorizing release of requested information or access TALX thru Employee Express to initiate.*
2. *Employment Verification is mailed from requesting agency.*

Systems Used:

FPPS- Verification

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<p>1. Audit the Employment Verification form.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Log-on to FPPS.</p> <p>1.1.a. Job Aide ⇨</p> <p>1.2. Verify the information requested on Employee Verification.</p> <p>1.2.a. Job Aide ⇨</p>	<p>1.1.a.i. Log-on to FPPS. (https://securefpps.nbc.gov)</p> <p>1.1.a.ii. Click [Logon].</p> <p>1.1.a.iii. Enter User ID & Password.</p> <p>1.1.a.iv. Click [OK].</p> <p>This will bring up the FPPS "Main Menu."</p> <p>1.2.a.i. Enter LEVW code in the FPPS Command section in the top right-hand corner and click [GO].</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p>-- Or --</p> <p>◆ Click [Employee & Position Views], and then click [Leave & Earning Statement [LEVW]].</p> <p>1.2.a.ii. Enter the employee's social security number.</p> <p>1.2.a.iii. Enter the Current Pay Period.</p> <p>1.2.a.iv. Click [OK].</p> <p>1.2.a.v. Click [Next] to move through the screens.</p>
<p>2. Complete the Verification Form.</p> <p>NSSC Payroll (SP)</p>	<p>2.1. Provide the requested information.</p> <p>2.2. Make copy of the form and the envelope.</p> <p>2.3. Mail or fax form to the agency requesting the information</p>	
<p>3. Scan information.</p> <p>NSSC Payroll (SP)</p>		

Expiring Prior Pay Period Adjustments


Notes:

1. Prior pay period adjustments are "expired" when they are 33 days (or 2 pay periods) old.
2. An expiration of PPPA cancels the employee's adjustments and converts the timesheet back to the data that was first submitted.
3. They are processed twice bi-weekly on Day 5 (Thursday) and on Day 11 (Wednesday) of the Pay Period. The purpose for the Day 5 process is to allow the employee time to resubmit the PPPA electronically (before the electronic cut-off).
4. Write the applicable Center and the Current Pay Period at the top, right-hand corner of the report.

Systems Used:

1. WebTADS- Entry
2. Scanner System- Entry

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. Review the "Adjust Management Report" in WebTADS. NSSC Payroll (SP)	1.1. Log-on to WebTADS via the Internet. 1.1.a. Job Aide ⇨	1.1.a.i. Enter User-ID and Password. Click [OK] . 1.1.a.ii. Change the center by clicking [9999] at the top of the page under "Location."

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.2. Print the “PPPA Management Report”.</p> <p>1.2.a. Job Aide ⇨</p>	<p>1.1.a.iii. Under “Edit Session”, click the [drop-down box], select the applicable center, and then click [Submit].</p> <p>1.1.a.iv. Click [Reports] located on the toolbar.</p> <p>1.2.a.i. Beside the “Adjust Management Report”, click the  (quick report) icon.</p> <p>1.1.a.v. Print the report.</p>
<p>2. Audit each PPPA listed on the report until complete.</p> <p>NSSC Payroll (SP)</p>	<p>1.1.a.vi. Confirm the existence of any PPPAs 33 days or older.</p> <p>2.1.a. If there are no PPPAs 33 days or older, then no action is required.</p> <p>2.1.b. If there are PPPAs 33 days or older, then proceed to <i>Step 2.2</i>.</p> <p>Note: Make sure the expiration date is listed as <u>days</u>; not minutes, hours, or seconds. (i.e. 1.0<u>d</u> ago=days ago, 3.2<u>h</u> ago=hours ago, 2.0<u>m</u> ago=minutes ago, and 87.9<u>s</u> ago=seconds ago)</p> <p>1.1.a.vii. Expire all PPPA transactions that are 33 days or older.</p>	<p>2.1.c.i. Under the history</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>2.1.c. Job Aide ⇔</p> <p><i>Notate the date of expiration on the report.</i></p>	<p>column, select “<u>X</u>” or “Expire PPPA”.</p> <p>Note: An email is automatically generated to all employees and their approvers notifying them that the PPPA was expired.</p>
<p>3. Capture Metrics Information.</p> <p>NSSC Payroll (SP)</p>		
<p>4. Scan information.</p> <p>NSSC Payroll (SP)</p>		

Extension of Compensatory Hours

Notes:

1. *Comp Time can not be earned or used on all tour type.*
2. *Employee has to have 8 base hours per day or 40 base hours per week before they can earn comp time.*
3. *The employee has 14 pay periods to use the comp time earned.*
4. *Management can extend and employee's compensatory time one time for another 14 pay period only after the comp time has been forfeited.*
5. *An Extension of Compensatory Hours form (POD A-15) will be completed by CPO and forwarded to NPO.*

Programs Used:

1. *FPPS – Verification*
2. *Scanner System- Entry*
3. *Fax/Email- Communication and Confirmation*

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<p>1. <i>Verify the information recorded on POD A-4 form.</i></p> <p>NSSC Payroll (SP)</p>	<p>1.1. Log-on to FPPS.</p> <p>1.1.a. Job Aide ⇨</p>	<p>1.1.a.i. Log-on to FPPS. (https://securefpps.nbc.gov)</p> <p>1.1.a.ii. Click [Logon].</p> <p>1.1.a.iii. Enter User ID & Password.</p> <p>1.1.a.iv. Click [OK].</p> <p>1.1.a.v. Click [FPPS Production].</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.2. Verify that the calculated forfeited hours correspond with the "Number of Hours" column on the POD A-15 form.</p> <p>1.2.a. Job Aide ⇨</p> <p>◆ If the hours correspond, then proceed to next step.</p> <p>◆ If the hours do not</p>	<p>1.3.a.i. Enter LEVW code in the FPPS Command section in the top right-hand corner and click [GO],</p> <p>-- Or --</p> <p>◆ Click [Employee & Position Views], and then click [Leave & Earning Statement [LEVW]].</p> <p>1.3.a.ii. Enter the employee's social security number.</p> <p>1.3.a.iii. Enter the Pay Period that corresponds with the forfeited hours (i.e. 0525).</p> <p>1.3.a.iv. Click [OK].</p> <p>1.3.a.v. Click [Next] until the applicable leave is available.</p> <p>1.3.a.vi. Check the amount by subtracting the Begin PP Bal for Comp Time from the Bal Avail, as long as there are no hours Accrd (Accrued) or Usd (Used).</p> <p>Example: If an employee has 53 Begin PP Bal, 0 Accrd, 0 Usd, and 36 Bal Avail; you can see that 17 hours were forfeited.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p><i>correspond, then contact the CPO; hold form until correct.</i></p> <p><i>1.3. Verify hourly rate from leave and earning statement to hourly rate reported on POD A-15</i></p> <ul style="list-style-type: none"> ◆ <i>If the rate corresponds, then proceed to Step 2.</i> ◆ <i>If the rate does not correspond, then contact the CPO; hold form until correct.</i> 	<p><i>1.3.a.vii. Click [Cancel] twice to return to the FPPS Main Menu</i></p> <p><i>1.3.a.viii. Log-out of FPPS.</i></p>
<p><i>2. Fax the form.</i></p> <p>NSSC Payroll (SP)</p>	<p><i>2.1. Email form as an attachment to DOI contacts.</i></p>	<p><i>Ask that DOI contacts confirm the receipt of the form.</i></p>
<p><i>3. Scan information.</i></p> <p>NSSC Payroll (SP)</p>		

Family Assistance Fund (FAF)

Notes:

1. NASA employees only may make a donation via payroll allotment.
2. All donations will be acknowledged by Federal Employee Education & Assistance Fund (FEEA).
3. Voluntary Deductions are initiated in FPPS using the command VDIN.
4. Prior to initiating a voluntary deduction, use the command VDCG or PDVW to verify that the record has not been previously initiated. It is possible that the voluntary deduction already exists and the document you have received is a change to the existing record. Or, the employee may have already established the record through Employee Express and the document receive is for information only.
5. When initiating a voluntary deduction, the outside the biweekly pay period (on dates before calculate), you must backdate to a date within the biweekly pay period being processed.
6. Voluntary deductions are not prorated. Therefore, it does not matter what effective date is used within the pay period.
7. Voluntary deductions may be initiated with future effective dates. The voluntary deduction becomes effective when the future date is reached.

Systems Used:

FPPS-Entry

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. Review form donating to NASA Family Assistance Fund by Payroll Allotment forwarded by NASA Center Payroll Points of Contact.		

[illegible]

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>2.3. Amount of Deduction</p> <p>2.3.a. Job Aide ⇌</p>	<p>030. The association code for FAF, click [OK].</p> <p>Note: The association code for Family Assistance Fund (FAF) will always be 030.</p> <p>2.3.a.i. Enter the Deduction Amount, click [OK].</p> <p>Note: If the amount includes both dollars and cents, a decimal point must be entered.</p>
<p>3. To either verify that amount entered is correct or to make a change</p> <p><i>NSSC Payroll (SP)</i></p>	<p>3.1.a. Job Aide ⇌</p>	<p>3.1.a.ii. Enter in the command box VDCG</p> <p>3.1.a.iii. Enter employee SSN</p> <p>3.1.a.iv. Association Dues should already be entered or select Lint #9 <u>all</u> Voluntary Deductions click OK</p> <p>♦ <i>The effective date box with voluntary deductions list will come up. Under Pay Code check for AD1,</i></p> <p>3.1.a.v. Verify the amount and effective date.</p>

Hardcopy Prior Pay Period Adjustments

Notes:



1. The PPPA must be approved by a supervisor in WebTADS within 3 pay periods after the employee submits the adjustments; PPPAs beyond 3 pay periods require a Hardcopy PPPA and a memo signed by the employee's supervisor stating the changes and why the adjustment was not approved electronically within the allotted 3 pay period cut-off date. Note: Hardcopy PPPAs may also be applicable for required changes to separated, "Z" status employee's T&A as well; supporting documentation with a justification and approval from supervisor is required.
2. PPPAs are processed daily from Thursday (Day 5) through Wednesday (Day 11) of the Pay Period.
3. In order to enter a Hardcopy PPPA into WebTADS, you must have an Amended Hardcopy timesheet and a memo signed by the employee's supervisor stating the changes and why the adjustment was not submitted within the allotted 3 pay period electronic cut-off date.
4. There are two types of Hardcopy PPPAs:
 - a. Type 1- payable hour changes
 - b. Type 2- non-payable hour changes (WBS changes)
5. The CPO (Center Payroll Office) will forward (via fax) a Hardcopy Prior Pay Period Adjustment (PPPA) and Memo to the NPO.

Systems Used:

1. WebTADS- Entry
2. FPPS-Verification
3. Scanner System-Entry

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. Evaluate the information provided in the Hardcopy PPPA and the corresponding Memo.	1.1 Compare the employee's adjustments on the Hardcopy PPPA versus the corresponding Memo. 1.1.a. <u>If</u> the Memo and the	


<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<i>NSSC Payroll (SP)</i>	<p><i>Hardcopy PPPA <u>correspond</u>, then proceed to Step 1.2.</i></p> <p><i>1.1.b. <u>If the Memo and the Hardcopy PPPA do not correspond</u>, then <u>contact the CPO</u>.</i></p> <p><i>1.2. Obtain approval from your supervisor before entering any adjustments into WebTADS.</i></p>	
<p><i>2. Audit each Hardcopy PPPA recieved until complete.</i></p> <p><i>NSSC Payroll (SP)</i></p>	<p><i>2.1. Log-on to WebTADS via the Internet.</i></p> <p><i>2.1.a. Job Aide ⇨</i></p> <p><i>2.2. Open each employee's timesheet in Adjust Mode.</i></p> <p><i>2.2.a. <u>If Adjust Mode is not set</u>, then proceed to Job Aide ⇨</i></p>	<p><i>2.1.a.i. Enter User-Id and Password. Click [OK].</i></p> <p><i>2.1.a.ii. Change the center by clicking [9999] at the top of the page under "Location: "</i></p> <p><i>2.1.a.iii. Under "Edit Session", click the [drop-down box], select the applicable center, and then click [Submit].</i></p> <p><i>2.2.a.i. Click [##00] at the top of the page under "Location: "</i></p> <p><i>2.2.a.ii. Under "Edit Session" scroll down to "PPPA – I want to make an</i></p>


<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>2.2.b. <i>If Adjust Mode is <u>set</u> then, proceed to Job Aide ➞</i></p> <p>2.3. <i>Verify that the first 80 hours are charged to payable codes (number of payable hours required will vary for part-time employees).</i></p> <p>Note: Hours can exceed 80 hours (for full time employees) if earned (credit or comp time) hours and/or overtime is charged.</p> <p>a. <i>If <u>yes</u>, proceed to Step 2.4.</i></p>	<p><i>adjustment to the previous timesheet" section, click the  (adjust a previous timesheet) icon. Proceed to Step b.</i></p> <p>2.2.b.i. <i>Click [Reports] located on the toolbar.</i></p> <p>2.2.b.ii. <i>Beside "Individual Employee Timesheet," click the  (advanced report) icon.</i></p> <p>2.2.b.iii. <i>Under "Choose a Pay Period," choose the appropriate pay period by clicking the [drop down box].</i></p> <p>2.2.b.iv. <i>Enter the employee's social security number or last name.</i></p> <p>2.2.b.v. <i>Click [Query].</i></p> <p>2.2.b.vi. <i>Select the applicable employee.</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p><i>b. <u>If no</u>, contact CPO; rejection may be necessary.</i></p> <p><i>2.4. Verify that the original labor distribution on the PPPA matches the unedited timesheet in WebTADS.</i></p> <p><i>a. <u>If the information is correct</u>, then proceed to Step 2.5.</i></p> <p><i>b. <u>If the information is incorrect</u> then, <u>send the Hardcopy PPPA back</u> to the CPO for correction.</i></p> <p><i>2.5. Verify what kind of changes the employee is making to their timesheet. (Adjustment Type 1 or Type 2)</i></p> <p><i>Note: A Type 1 Adjustment is an hour type adjustment. A Type 2 Adjustment is a WBS change.</i></p>	<p><i>If rejection is deemed necessary, then Proceed to Step 3.2.</i></p>
<p><i>3. Status the PPPA.</i></p> <p>NSSC Payroll (SP)</p>	<p><i>3.1. For Accepting, Rejecting, and Pending PPPA instructions, please refer to the PPPA Accepting Chart.</i></p> <p><i>a. <u>If the PPPA does not</u> require a validation of leave balances then, proceed to Step 3.2.</i></p>	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p><i>b. <u>If the PPPA requires a validation of leave balances then, log-on to FPPS.</u></i></p> <p><i>3.1.a. Job Aide ⇨</i></p>	<p><i>3.3.a.i. Log-on to FPPS via the internet.</i></p> <p><i>Note:</i> https://securefpps.nbc.gov</p> <p><i>3.3.a.ii. Enter User-ID and password. Click [OK].</i></p> <p><i>3.3.a.iii. Click on [FPPS Production].</i></p> <p><i>3.3.a.iv. Enter LVVW code in the FPPS Command section in the top right-hand corner and click [GO].</i></p> <p>Or</p> <ul style="list-style-type: none"> ◆ <i>From the toolbar, select [Employee & Position Views]; then click [Leave Record (LVVW)].</i> <p><i>3.3.a.v. Enter the employee's social security number (SSN).</i></p> <p><i>3.3.a.vi. Enter the corresponding Pay</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p><i>Period (PPPA's pay period) in YYPF format.</i></p> <p><i>3.3.a.vii. Click [OK].</i></p> <p><i>3.3.a.viii. Click [OK] to move through the leave screens until the applicable leave appears on the screen.</i></p> <p><i>3.3.a.ix. Annotate the Available Balance(s) on the report.</i></p> <p><i>3.3.a.x. Click [Cancel].</i></p> <p><i>The leave balance(s) for the Current Pay Period must be verified. Repeat Steps:</i></p> <p><i>3.3.a.xi. Review the employee's leave balance(s).</i></p> <p>♦ <i>If the leave balance(s) is <u>sufficient</u>, then</i></p> <p><i>3.3.a.xii. <u>Accept</u>.</i></p> <p>♦ <i>If the leave balance(s) is <u>insufficient</u>, then <u>send</u> the Hardcopy PPPA <u>back</u> to the CPO for correction.</i></p>
	<p><i>3.2. Process the PPPA (Accept, Reject, or Pending) in accordance to the PPPA Accepting Chart.</i></p> <p><i>a. If the adjustments are <u>not acceptable</u>, then return the Hardcopy PPPA back to the CPO for correction.</i></p> <p><i>b. If the adjustments are <u>acceptable</u>, then</i></p>	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p><i>manually enter each line item described on PPPA.</i></p> <p><i>3.3. Input the changes in the correct fields; making sure that the correct hours are added before the incorrect hours are deleted.</i></p> <p><i>a. <u>If the WBS code is on the timesheet</u> then, proceed to Step 3.5.</i></p> <p><i>b. <u>If a WBS code is not on the timesheet</u>, a new project needs to be added.</i></p> <p><i>3.3.a. Job Aide ⇌</i></p>	<p><i>3.3.a.i. Click the  (add projects to timecard) icon.</i></p> <p><i>3.3.a.ii. To select a Labor Code, scroll through the "Labor code—Description (Mission, Theme, Program)" section and select the correct WBS code. Click [Add Project].</i></p> <p><i>3.3.a.iii. To select a Leave</i></p>
	<i>3.4. Return to the</i>	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>employee's timesheet.</p> <p>3.4.a. Job Aide ⇨</p> <p>3.5. Annotate the changes on the report. Examples include the following:</p> <p>Hour type change: 8 SL to REG</p> <p>Multiple hour type(s) changes: 8 CTU; 4 AL; 5 SL to 17 REG</p> <p>For adding or subtracting earned hours: +8 CRE or -8 CRE</p> <p>For WBS changes: Labor Change</p> <p>3.6. After the adjustments have been made, enter a comment on the employee's timesheet.</p> <p>3.6.a. Job Aide ⇨</p>	<p>type, click the [drop-down box] under "Choose leave and special hour types here:" section. Select the correct leave type and click [Add Leave].</p> <p>Note: If the Labor code is unavailable, then contact the CPO.</p> <p>3.4.a.i. Click on the  (Edit Timesheet) icon.</p> <p>3.6.a.i. Under "Enter a Comment", click on the [box] and enter one of the following that applies.</p> <p>If a Type 1 adjustment</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p><i>was made:</i></p> <p>____ to ____ per PPPA and Memo dated ____.</p> <p><i>If a Type 2 adjustment was made:</i></p> <p>____ hrs from WBS code _____ to _____ per PPPA and Memo dated ____.</p> <p>3.6.a.ii. Click [Update].</p> <p>Upon completion click [Logout] and close WebTADS.</p>
<p>4. Consolidate the Hardcopy PPPA and Memo with the "Pending Adjustment Report".</p> <p>NSSC Payroll (SP)</p>	4.1. Attach all documents.	
<p>5. Scan information</p> <p>NSSC Payroll (SP)</p>		

Leave and Earnings Statements, SF1150s or Employee Data Transferred-In Lieu of SF1150

Notes:

1. If an employee is transferring from one agency to another agency, the NPO will receive a current Leave and Earnings Statement.
2. DOI for inputs all updated Leave Data in FPPS.
3. The Leave and Earnings Statements, SF1150s, or Employee Data Transferred- In Lieu of SF1150 documents will be emailed or faxed from CPO or HR.
4. Write the applicable Center and the current pay period in the top right-hand corner of all documents.

Systems Used:

1. FPPS- Verify
2. Scanner System- Entry
3. Fax/Email- Communication and Confirmation

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. Validate information in FPPS. NSSC Payroll (SP)	1.1. Log-on to FPPS. 1.1.a. Job Aide ⇨	1.1.a.i. Access FPPS via the internet. https://securefpps.nbc.gov/ 1.1.a.ii. Click [Logon] . 1.1.a.iii. Enter User ID & Password. 1.1.a.iv. Click [OK] . 1.1.a.v. Click [FPPS

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.2. Verify the employee's transfer.</p> <p>1.2.a. Job Aide ⇨</p> <p>◆ If the employee's Action is complete and/or the employee's Location states Transfer, then proceed to Step 1.3.</p> <p>◆ If the employee's Action is not complete and/or the employee's Location does not state Transfer, then contact the CPO; hold</p>	<p>Production].</p> <p>1.2.a.i. Type TRAC in the FPPS Command Box in the upper right corner and click [Go].</p> <p>Or</p> <p>1.2.a.ii. Click [Employee & Position Views], and then click [Track SF52/SF50 (TRAC)].</p> <p>1.2.a.iii. Check the box next to "Separated."</p> <p>1.2.a.iv. Enter the employee's Last Name or Social Security Number.</p> <p>1.2.a.v. Click [OK].</p> <p>1.2.a.vi. Verify that the Action states Transfer.</p> <p>1.2.a.vii. Verify that the Location states Complete.</p> <p>1.2.a.viii. Record the employee's Hire Date on the statement.</p> <p>1.2.a.ix. Click [Cancel] twice to and Log-off of FPPS.</p> <p>1.3.a.i. Compare the employee's hire date with the Pay Period End Date provided on the statement.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p><i>form until correct.</i></p> <p><i>1.3. Verify the employee's Hire Date.</i></p> <p><i>1.3.a. Job Aide ⇄</i></p> <ul style="list-style-type: none"> ◆ <i>If the effective date is one day after the pay period end date, then proceed to Step 2.</i> ◆ <i>If the effective date is not within one day of pay period end date, contact CPO to receive the most current statement.</i> <p>Note: If the most current statement has been received and the Hire Date in FPPS is not one day after the Pay Period End Date provided on the statement, there is a break in service. DOI will not accept a Leave and Earnings Statement – A SF1150 or Employee Data Transferred – In lieu of SF 1150 must be forwarded.</p>	
<p><i>2. Evaluate the information on the statement received.</i></p> <p>NSSC Payroll (SP)</p>	<p><i>2.1. Check the document to see if the employee has a Thrift Savings Plan Loan.</i></p> <ul style="list-style-type: none"> ◆ <i>If there is no Loan located on the statement then, proceed to Step 3.</i> ◆ <i>If there is a Loan located on the statement then, fax</i> 	<p><i>Once faxed, send an e-mail to DOI contacts confirming the receipt of the statement.</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<i>the document to DOI's Debt Management Branch and proceed to Step 3.</i>	
<i>3. Fax the statement.</i> NSSC Payroll (SP).	<i>3.1. Fax the statement to DOI contacts.</i>	<i>Once faxed, send an e-mail to DOI contacts confirming the receipt of the statement.</i>
<i>4. Scan the statement.</i> NSSC Payroll (SP)		

Leave Buy Back

Notes:

1. When an employee sustains a job related injury, they are entitled to Continuation of Pay for 45 calendar days.
2. After the 45 days have been used, the employee may decide to use their Sick Leave, Annual Leave, or both to avoid a Non-Pay Status. When the employee returns, they can elect to buy back the Leave that was used during this period.
3. NPO receives the following Leave Buy Back documentation from the Human Resource Department: (not all documentation may be received)
 - a. Form CA-7 (Claim for Compensation)
 - b. Form CA-7a (Time Analysis Form)
 - c. Form CA7b (Worksheet/Certification and Election Form)
 - d. Medical Documentation
 - e. Approval Letters from the Department of Labor
 - f. A copy of the check from the Office of Workers' Compensation Program (OWCP)
 - g. Relevant timesheets submitted by the employee

Systems Used:

1. Remedy- Service Request
2. Fax/Email- Communication and Confirmation

Roles and Responsibilities	Action	Tips
<p>1. Evaluate the information on all documentation received.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Verify that the submitted documentation is applicable to the leave buy-back timeframe.</p> <p>1.1.a. Job Aide ⇄</p> <ul style="list-style-type: none"> ◆ If the information is correct, then proceed to Step 1.2. ◆ If the information is incorrect, then contact the Human Resources 	<p>1.2.a.i. Check that the Approval letter from the Department of Labor coincides with the intended leave.</p>

Roles and Responsibilities	Action	Tips
	<p><i>Department.</i></p> <p>1.2. <i>Submit a Service Request to the Competency Center for the employee's Individual Pay Record (Report 423).</i></p> <p>1.2.a. <i>Job Aide ⇌</i></p> <p>Note: This request has a 24 hour turn-around.</p> <p>1.3. <i>Make copies of all documentation received.</i></p>	<p>1.2.a.i. <i>Log-on to Remedy.</i></p> <p>1.2.a.ii. <i>Enter User-Id and Password. Click [OK].</i></p> <p>1.2.a.iii. <i>Click [Remedy Requester].</i></p> <p>1.2.a.iv. <i>Under Quick Links, click [Create a Request].</i></p> <p>1.2.a.v. <i>Complete the following fields: Urgency, Summary, and Details.</i></p> <p>1.2.a.vi. <i>Click [Save].</i></p> <p>1.2.a.vii. <i>What do you do next?</i></p> <p>1.2.a.viii. <i>Once the request has been received proceed to Step 1.3.</i></p>
<p>2. <i>Fax all documentation.</i></p> <p>NSSC Payroll (SP)</p>	<p>3.1. <i>Fax the all documents to DOI contacts.</i></p>	<p>Note: Once faxed, send an email to DOI Contacts confirming the documents.</p>
<p>3. <i>Scan all documentation.</i></p> <p>NSSC Payroll (SP)</p>		

Leave Share Program

Notes:

1. The Leave Share Program is a program that allows any Federal employee the chance to donate their Annual Leave or Restored Leave to another Federal employee.
2. This leave is to be used for medical and/or family emergencies.
3. Leave Share Forms should be entered into FPPS before it is entered in WebTADS.
4. Deadline to enter information in WebTADS is Day 11 of the Pay Period.
5. A copy of the Leave Share Form is forwarded to NPO from HR.
6. On all documents printed, write the applicable Center and Pay Period Entered in the top right-hand corner.

Systems Used:



1. FPPS- Entry
2. WebTADS- Entry
3. Scanner System-Entry



Roles and Responsibilities	Action	Tips
<p>1. Evaluate the information on the "Leave Share termination Checklist- POD A-2" form.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Verify that all dates are correct.</p> <p>1.1.a. Job Aide ⇌</p>	<p>1.2.a.i. Check all received forms: making sure that the dates correspond (if applicable).</p> <p>Note: The whole package of forms may or may not be received. HR is only required to send the "Leave Share Termination Checklist – PODA-2" form, but a center unique approval forms may be received. The Leave Share Termination Checklist only requires a signature if the form is to terminate the employee</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>◆ <i>If the dates are correct then, proceed to Step 1.2.</i></p> <p>◆ <i>If the dates are incorrect then, notate the correct dates on the form.</i></p> <p><i>1.2. Check to see if the form has a Term date.</i></p> <p>Note: Set up a control file based on the estimated termination date. HR should be contacted on the estimated termination date to validate if that date should be extended or accepted.</p> <p>◆ <i>If there is no Term date, then proceed to Step 2.</i></p> <p>◆ <i>If there is a Term date refer to the Leave Share Termination Procedures.</i></p>	<p>from the Leave Donation Program.</p> <p><i>Check that the Effective Date is the beginning of a pay period.</i></p> <p><i>Check that the Expiration Date is the end of the Pay Period.</i></p>
<i>2. Establish a Leave Recipient Account in FPPS.</i>	<p><i>2.1. Log-on to FPPS.</i></p> <p><i>2.1.a. Job Aide ⇨</i></p>	<p><i>2.2.a.i. Log-on to FPPS.</i> <i>(https://securefpps.nbc.go)</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
NSSC Payroll (SP)	<p>2.2. Enter recipient information.</p> <p>2.2.a. Job Aide ➡</p>	<p>v)</p> <p>2.2.a.ii. Click [Logon].</p> <p>2.2.a.iii. Enter User ID & Password.</p> <p>2.2.a.iv. Click [OK].</p> <p>2.2.a.v. Click [FPPS Production].</p> <p>2.1.a.i. Type LSIN in the FPPS Command box in the upper right corner and click [Go].</p> <p>Or</p> <p>♦ Click [Pay], [Leave Maintenance], [Initiate Leave Share (LSIN)].</p> <p>2.1.a.ii. Enter the employee's social security number (SSN).</p> <p>2.1.a.iii. Check the box next to "Recipient."</p> <p>2.1.a.iv. Click [OK].</p> <p>2.1.a.v. Enter the Emergency Type.</p> <p>Note: F for Family Emergency (Family). M for Medical Emergency (Self).</p> <p>2.1.a.vi. Click [OK].</p> <p>2.1.a.vii. Enter the Emergency begin date.</p> <p>Note: The Emergency Begin Date should always be the first day of the pay period in which the medical emergency begins.</p> <p>2.1.a.viii. Click [OK].</p>

[illegible]

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.3. Enter the Leave Share information for the recipient.</p> <p>3.3.a. Job Aide ➡</p>	<p>3.3.a.i. Click the  (Leave Balance) icon.</p> <p>3.3.a.ii. Scroll down to the “Donated Leave Plan” section.</p> <p>3.3.a.iii. Beside DLP-Flag, click the [drop-down box].</p> <p>3.3.a.iv. Select Self, Family, or Both (Self and Family).</p> <p>3.3.a.v. Enter the DLP-Begin date.</p> <p>3.3.a.vi. Enter the DLP-End date.</p> <p>3.3.a.vii. Click [Submit].</p> <p>3.3.a.viii. Click the  (Edit Timesheet) icon to return to the employee’s Timesheet.</p> <p>3.4.a.iv. Scroll down to the comments section and enter the following comment:</p> <p>“Leave Share Program beginning _____ and ending _____.”</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.4. Create a comment in the employee's timesheet.</p> <p>3.4.a. Job Aide ➡</p>	
<p>4. Add a comment to the timesheet for every pay period (past and future timesheets) affected.</p> <p>NSSC Payroll (SP)</p> <p>Note: This step is completed for the convenience of not having to research if the employee is on the Leave Share Program.</p>	<p>4.1. Open each employee's past and future Timesheets.</p> <p>Note: When entering a previous timesheet, make sure the mode is "Adjust Accept". When entering Current and Future timesheets make sure the mode is "Normal".</p> <p>4.1.a. Job Aide ➡</p>	<p>Note: To set Adjust Mode, click [##00] at the top of the page under "Location:" Scroll down to the "PPPA – I want to make an adjustment to a previous timesheet section." Click the  (Adjust a previous timesheet) icon.</p> <p>4.2.a.i. Click [Reports] located on the toolbar.</p> <p>4.2.a.ii. Beside "Individual Employee Timesheet," click the  (advanced report) icon.</p> <p>4.2.a.iii. Under "Choose a Pay Period," choose the appropriate pay period by clicking the [drop down box].</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p><i>4.2.a.iv. Enter the employee's social security number or last name.</i></p> <p><i>4.2.a.v. Click [Query].</i></p> <p><i>4.2.a.vi. Select the applicable employee.</i></p> <p><i>4.2.a.i. Click [Submit].</i></p> <p><i>4.2.a.ii. Click [Logout] and exit out of WebTADS.</i></p>
	<p><i>4.2. Create the following Comment on each timesheet:</i></p> <p><i>"Leave Share Program</i></p>	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	beginning _____ and ending _____.” 4.2.a. Job Aide ➡	
Step 5 NSSC Payroll (SP) Scan information		

PPPA's for an Employee on the Leave Share Program

Notes:

1. If an employee is on the Leave Share Program, he/she should charge his/her time to DELU/DMLU.
2. DELU is the hour type that signifies Self and DMLU is the hour type that signifies family.
3. If no donations are received then his/her hours, convert to the next available leave. When donations are received and entered into FPPS the system will automatically change hours to DELU/DMLU.
4. If “**Leave Share Termination Checklist – PODA-2**” form is a “**Retro**” you will more than likely process a PPPA for those Pay Periods. “Retro” refers to Retro-Action which means that the initial period of entry in to WebTADS has lapsed.
5. When processing the PPPA, use the following **comment**: _____ (applicable hour type) to _____ DELU/DMLU per Leave Share form dated _____.

Processing Leave Donations

Notes:

1. Employees on the Leave Share Program can receive three types of donations; Within Center, Center to Center, and Outside Agency.
 - a. Within Center will be sent to NPO on an OPM 630-A form.
 - b. Center to Center Donations will be sent to NPO on an OPM 630-A form.
 - c. Outside Agency Donations will be sent to NPO on an OPM 630-B form.
2. Donors can only donate Annual Leave (including use/lose Annual Leave) and/or Restored Leave.

Systems Used:

1. FPPS- Entry
2. WebTADS- Entry
3. Scanner System-Entry

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<p>1. Evaluate the information provided on the Leave Share Donation Form</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Verify that the form is complete.</p> <p>1.1.a. Job Aide ⇨</p> <p>♦ If the form is complete, then proceed to Step 2.</p> <p>♦ If the form is incomplete, then contact the sender.</p>	<p>1.1.a.i. Check to see if all information has been provided.</p> <p>Note: Upon receipt of an Outside Agency Donation form, the Leave Donor Agency contact field must be provided.</p>
<p>2. Status the Leave Share Donation Form.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Evaluate the type of form received.</p> <p>♦ If the form is a Within Center or Center to Center Form, then proceed to Step 3.</p> <p>♦ If the form is an Outside Agency Form, then fax to DOI contacts. Proceed to Step 4.</p>	<p>Once faxed, send an e-mail to DOI contacts confirming the receipt of the Leave Share Donation form.</p>
<p>3. Establish a Donor Account in FPPS.</p> <p>NSSC Payroll (SP)</p>	<p>3.1. Log-on to FPPS.</p> <p>3.1.a. Job Aide ⇨</p>	<p>3.1.a.i. Connect to FPPS via https://securefpps.nbc.gov/</p> <p>3.1.a.ii. Click [Logon].</p> <p>3.1.a.iii. Enter User-ID & Password.</p> <p>3.1.a.iv. Click [OK].</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.2. Create Donor information in FPPS.</p> <p>3.2.a. Job Aide ⇄</p> <p>Note: The Donated Pay Period must be the same exact date that the recipient began the Leave Share Program.</p> <p>Note: If you are setting up a leave recipient and adding donors at the same time you can enter this thru LSIN at the FPPS command. If the leave recipient has been set up you must enter donors on the LSCG command.</p>	<p>3.1.a.v. Click [FPPS Production].</p> <p>3.2.a.i. Type LSIN in the FPPS Command box in the upper right corner and click [Go].</p> <p>Or</p> <ul style="list-style-type: none"> ◆ Click [Pay], [Leave Maintenance], [Initiate Leave Share (LSIN)]. <p>3.2.a.ii. Enter the employee's social security number (SSN).</p> <p>3.2.a.iii. Check the box next to FPPS Donor.</p> <p>3.2.a.iv. Click [OK].</p> <p>3.2.a.v. Enter Recipient, SSN, Leave Type, Donated Hours, Donated Minutes, Donated Pay period, & Year Rtrnd Option information.</p> <p>Note: The Donated Pay Period must be the year and pay period (i.e. 0409= PPE 04/17/04). The Year Rtrnd Option allows donors to designate the year in which the unused donated leave balances are returned to their account.</p> <p>3.2.a.vi. Click [OK].</p> <p>3.2.a.vii. When asked to save changes, click [Yes].</p> <p>3.2.a.viii. Log-out of FPPS.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<i>4. Scan information.</i> NSSC Payroll (SP)		

Military Leave

Notes:

1. *Military Leave is available to any full-time Federal employee whose appointment is not limited to one year. Only 15 days per fiscal year are given to Military Leave; however, under special circumstances (i.e. emergency duty) 22 days per fiscal year can be granted.*
2. *Under these special circumstances, the Center Human Resource Office will review the employee's orders to determine if they are entitled to 22 days. Human Resources will then establish the correct pay codes in FPPS. It is suggested that NPO receive a list of such employee's.*
3. *Write the current Pay Period and applicable Center in the top left-hand corner.*

Systems Used:

1. *Scanner System- Entry*
2. *Fax/Email- Communication and Confirmation*

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<p>1. Audit the employee's timesheet.</p> <p>NSSC Payroll (SP)</p>	<p><i>1.1. Log-on to WebTADS via the Internet.</i></p> <p><i>1.1.a. Job Aide ⇌</i></p> <p><i>1.2. Verify that the employee is charging to the correct pay code.</i></p> <p><i>1.2.a. Job Aide ⇌</i></p>	<p><i>2.1.a.v. Enter User-Id and Password. Click [OK].</i></p> <p><i>2.1.a.vi. Under "Location", change the center by clicking [<u>9999</u>] at the top of the page.</i></p> <p><i>2.1.a.vii. Under "Edit Session" click the [drop-down box] and select the applicable center.</i></p> <p><i>2.1.a.viii. Click [Submit].</i></p> <p><i>4.1.b.v. At the top of the page, click the 🔍</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>Note: Please refer to DOI's Military Leave Matrix.</p> <ul style="list-style-type: none"> ◆ <i>If the employee is correctly charging their time, then no action is necessary.</i> ◆ <i>If the employee is incorrectly charging there time, then Proceed to Step 2.</i> 	<p><i>(Employee Search)</i> icon.</p> <p>4.1.b.vi. <i>Enter the employee's social security number and click [Query].</i></p> <p>4.1.b.vii. <i>Select the applicable employee.</i></p>
<p>2. Identify the correct Pay Codes.</p> <p>NSSC Payroll (SP)</p> <p>Do we use this form to notify DOI?</p>	<p>2.1. <i>Gather necessary information. (i.e. WBS code)</i></p> <p>2.2. <i>Complete an "Amendment Time & Attendance Federal Personnel Payment" Form.</i></p> <p>2.2.a. <i>Job Aide ⇌</i></p>	<p>2.2.a.i. <i>Make sure all of the hours entered and their corresponding WBS (Work Breakdown Structure) codes are correctly filled out.</i></p> <p>2.2.a.ii. <i>Make sure that the number of hours fulfills the work schedule requirement. (80 hours for Full-time employees and the required number of hours for Part-time employees).</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<i>2.2.a.iii. List the changes in the comment section.</i> Note: Make sure to write in the comment section "not to duplicate in T & A WebTADS."
3. Fax the correct Pay codes to DOI. NSSC Payroll (SP)	3.1. Fax the documentation to DOI contacts.	Note: Once faxed, send an e-mail to DOI contacts confirming the receipt of the documentation.
4. Scan the documentation. NSSC Payroll (SP)	4.1. Send an email confirmation to DOI contacts requesting confirmation they received the documentation.	

Non NASA Awards

Notes:

1. Non-NASA Awards are only for those individuals who have no records in FPPS. These individuals are not employed by NASA or are former employees who separated/retired before FPPS implementation (August 2004).
2. This process is not any different than the vendor payment processor with the exception that the agency role will have the capability of paying invoices for all NASA centers.
3. Forms referenced PODA-5 and request for new vendor (ZEPR Document). These forms will be sent from a Remedy ticket.

Systems Used:

1. SAP-Entry
2. Electronic Certification System- Entry
3. FedTax- Entry
4. Remedy- Notification
5. Scanner System – Entry

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. Enter and Post FI Invoice. NSSC Payroll (SP)	1.1. Log-on to SAP. 1.1.a. Job Aide ➡ 1.2. Create an Invoice 1.2.a. Job Aide ➡	1.1.a.i. Enter User-id and Password. 1.1.a.ii. Click [Enter] . 1.2.a.i Click [Accounting] , [Financial Accounting] , [Accounts Payable] , [Document Entry] , [Invoice] , [Enter] Or Transaction Code: FB60 . 1.2.a.ii (current date). Enter a Company Code (NASA). 1.2.a.iii Enter the Invoice Receipt Date

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.3. <i>Create a Vendor Invoice.</i> 1.3.a. <i>Job Aide</i> ➡</p> <p>Note: Most of the information required to complete this process will be located on the form that was provided from the Center.</p>	<p>Note: The invoice receipt date will need to be entered on this screen before any other data in order for the proper due dates to be calculated correctly.</p> <p>1.3.a.i <i>To enter a Vendor, click on the search button.</i> 1.3.a.ii <i>In the account group field, type ZEPR.</i> 1.3.a.iii <i>At the bottom of the pop-up box, click on the [green check].</i> 1.3.a.iv <i>From the list of vendors, select the individual receiving the award.</i> 1.3.a.v <i>At the top of the pop-up box, click on the [green check].</i> 1.3.a.vi <i>Enter the Invoice Date (current date).</i> 1.3.a.vii <i>Select a Doc Type (EP).</i></p> <p>Note: User can either enter the document type of the invoice being entered or select the type from the dropdown menu.</p> <p>1.3.a.viii <i>Click [Enter].</i> 1.3.a.ix <i>Enter a Reference.</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p>Note: The reference field will be used to input the vendor's invoice number.</p> <p>1.3.a.x Enter an Amount.</p> <p>1.3.a.xi Enter a Text (textual description of the payment).</p> <p>1.3.a.xii Enter a G/L Account (provided by the Center).</p> <p>1.3.a.xiii Enter an Amount in doc. currency.</p> <p>1.3.a.xiv Enter a Cost Center (provided by the Center).</p> <p>1.3.a.xv Enter the Order (provided by the Center).</p> <p>1.3.a.xvi Enter a WBS Element (provided by the Center).</p> <p>1.3.a.xvii Enter a Fund (provided by the Center).</p> <p>1.3.a.xviii Click the [Payment] tab.</p> <p>1.3.a.xix Select the Payment Method (D).</p> <p>1.3.a.xx Select a Payment Method Supplement (if applicable; Center code).</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.4. <i>Notate the document number on the form.</i></p> <p>Note: If the document was Parked instead of Posted. Then refer to Post a Parked FI Invoice.</p>	<p>1.3.a.xxi Click [Post].</p> <p>Note: The system displays a message of the saved document number.</p>
<p>2. <i>Create a Payment Proposal.</i></p> <p>NSSC Payroll (SP)</p>	<p>2.1. <i>Enter an Automatic Payment Transaction.</i></p> <p>2.1.a. <i>Job Aide</i> ➡</p>	<p>2.1.a.i Click [Accounting], [Financial Accounting], [Accounts Payable], [Periodic Processing], [Payments]</p> <p>Or</p> <p>Transaction code: ZF110_PRO</p> <p>2.1.a.ii Enter the Run Date. (current date).</p> <p>2.1.a.iii Enter an Identification code.</p> <p>Note: The Identification code must always begin with an "EP"; which distinguishes a payroll payment proposal. After EP, enter three additional characters (1& 2) represents the processor's initials and (3) represents the number of Payment Proposals created.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>2.2. Create Parameters. 2.2.a. Job Aide ➡</p>	<p>2.2.a.i Click the [Parameter] tab. 2.2.a.ii Verify a Posting date (current date). 2.2.a.iii Verify the date the Docs entered up to (current date). 2.2.a.iv Enter a Company Code (NASA). 2.2.a.v Enter the Pmnt meths (D). 2.2.a.vi Enter the Next p/date.</p> <p>Note: The Next p/date will always be a date that is one month and one day in the future; always 31 days from the current date from the payment proposal creation. This date will be the next day that the payment run is executed.</p> <ul style="list-style-type: none"> ◆ If a holiday falls within this time, add an extra day. For example, if the date is 06/13/06, then the p/date is 07/13/06.
	<p>2.3. Create an Individual Vendor. 2.3.a. Job Aide ➡</p> <p>Note: Only select vendors within a single center for a single payment proposal. Do not attempt to pay</p>	<p>2.3.a.i Enter the Vendor (individual vendor's number). 2.3.a.ii Enter To (optional field).</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p><i>vendors from various centers on a single payment proposal.</i></p> <p>2.4. <i>Select a business area.</i> 2.4.a. <i>Job Aide ➡</i></p> <p>Note: To select the appropriate business area always select the center from which the payment proposal is ran so that only the center's unique invoice is pulled. The business area is designated by a 2-digit center code.</p> <p>2.5. <i>Enter additional info.</i> 2.5.a. <i>Job Aide ➡</i></p>	<p>2.4.a.i <i>Click the [Free Selection] tab.</i></p> <p>Note: The "Free Selection" tab is also used to make specific payments (i.e., to pay a particular voucher or a particular advance.).</p> <p>2.4.a.ii <i>To Enter a Field Name, click the [drop-down menu] and select a Document Type (always EP).</i></p> <p>2.4.a.iii <i>Enter Values (EP).</i></p> <p>2.4.a.iv <i>To Enter a second Field Name, click the [drop-down menu] and select Business Area (the 2 digit Center Code).</i></p> <p>2.4.a.v <i>Enter Additional Values (center's unique code).</i></p> <p>2.5.a.i <i>Click the [Additional Log] tab.</i></p> <p>2.5.a.ii <i>Click [Due date check].</i></p> <p>2.5.a.iii <i>Click [Payment method selection in all cases].</i></p> <p>2.5.a.iv <i>Click [Line items of the</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>2.5.a.v <i>Enter the Vendors {from/to} (individual vendor's number).</i></p> <p>2.5.a.vi <i>Click [Printout/data medium].</i></p> <p>2.6. <i>Create a Variant.</i> 2.6.a. <i>Job Aide ➡</i></p> <p>Note: A variant does not need to be entered for check payments. However, the payment of Non NASA awards are discouraged from payment via check; since the treasury confirmation will not come back to the NPO.</p> <p>2.7. <i>Save data.</i> 2.7.a. <i>Job Aide ➡</i></p> <p>2.8. <i>Status the Proposal Schedule.</i> 2.8.a. <i>Job Aide ➡</i></p> <p>Note: System displays message that payment proposal has been created.</p>	<p><i>payment document].</i></p> <p>2.6.a.i <i>Enter a Variant for the RFFOUS Program. This will be the Payroll variants based upon the center for which you are creating the payment proposal for.</i></p> <p>2.6.a.ii <i>Click [Status].</i></p> <p>2.7.a.i <i>Click [Yes] in dialog box.</i></p> <p>2.7.a.ii <i>Click [Proposal].</i></p> <p>2.8.a.i <i>In the dialog box, click [Start Immediately].</i></p> <p>2.8.a.ii <i>Click [Enter] twice.</i></p> <p>2.8.a.iii <i>Click [Status].</i></p> <p>2.8.a.iv <i>Click [Additional tab].</i></p> <p>2.8.a.v <i>Click on the [Proposal</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	2.9. Inform the Certification Processor that the payment proposal has been created and is free of any errors.	<p><i>Run Log</i>] at the bottom right.</p> <p>2.8.a.vi Print the payment log.</p>
<p>3. Verify and Print Payroll Proposal</p> <p><i>NSSC Payroll (IG)</i></p>	<p>3.1. Print the Proposal.</p> <p>3.1.a. Job Aide ⇌</p>	<p>3.1.a.i. Click [<i>Accounting</i>], [<i>Financial Accounting</i>], [<i>Accounts Payable</i>], [<i>Periodic Processing</i>], [<i>Payments</i>]</p> <p>Or</p> <p>Transaction code:</p> <p><i>ZF110_PRO.</i></p> <p>3.1.a.ii. Enter the <i>Run date.</i></p> <p>3.1.a.iii. Enter the <i>Identification.</i></p> <p><i>Note: The end user can use the dropdown menu from the run date field and double click on the appropriate schedule if either of the above items is not known.</i></p> <p>3.1.a.iv. Click [<i>Status</i>].</p> <p>3.1.a.v. Click [<i>Edit, Proposal, Proposal List</i>].</p> <p>3.1.a.vi. Click [<i>Enter</i>].</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.2. Verify the proposal.</p> <p>3.2.a. Job Aide ⇌</p>	<p>3.1.a.vii. Click the [Printer Icon].</p> <p>Note: Printer icon is located on the top menu bar.</p> <p>3.2.a.i. Click [Accounting], [Financial Accounting], [Accounts Payable], [Periodic Processing], [Payments]</p> <p>Or</p> <p>Transaction code: ZF110_PRO.</p> <p>3.2.a.ii. Enter the Run Date.</p> <p>3.2.a.iii. Enter the Identification.</p> <p>Note: Both the run date and the identification can be picked up simultaneously by going to the dropdown menu on the run date field and double clicking on the appropriate identification.</p> <p>3.2.a.iv. Click [Status].</p> <p>3.2.a.v. Click [Display Proposal].</p> <p>Note: The display proposal is the field with the eyeglasses.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.3. Review for correctness.</p> <p>3.3.a. Job Aide ⇨</p>	<p>3.2.a.vi. Drilldown to the necessary detail</p> <p>3.3.a.i. Click [Exit].</p> <p><i>Note: Exit by clicking on the green arrow at the top of the menu screen.</i></p> <p>3.3.a.ii. Click [Edit Proposal Display log].</p> <p><i>Note: Ensure that the display log does not contain any error messages.</i></p>
<p>4. Execute Payroll Payment.</p> <p>NSSC Payroll (IG)</p>	<p>4.1. Access and Update Payment Proposal</p> <p>4.1.a. Job Aide ⇨</p>	<p>4.1.a.i. Click [Accounting], [Financial Accounting], [Accounts Payable], [Periodic Processing], [Payments]</p> <p>Or</p> <p>Transaction code: ZF110_PRUN.</p> <p>4.1.a.ii. Enter the Run date (current date).</p> <p><i>Note: End User can use the dropdown menu from the run date field and double click on the appropriate schedule if either of the above items is not known</i></p> <p>4.1.a.iii. Enter the Identification. (EPXXX).</p> <p>4.1.a.iv. Click [Status].</p> <p>4.1.a.v. Click [Schedule]</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>4.2. Access the Payment File.</p> <p>4.2.a. Job Aide ⇌</p>	<p>Payment Run].</p> <p>4.1.a.vi. Click [Start immediately].</p> <p>4.1.a.vii. Click [Create payment medium].</p> <p>4.1.a.viii. Click [Schedule].</p> <p>4.1.a.ix. Click [Status].</p> <p><i>Note: The system displays a message that payment run has been carried out and completed.</i></p> <p>4.2.a.i Click [Enter].</p> <p>4.2.a.ii Click [Accounting], [Financial Accounting], [Accounts Payable], [Periodic Processing], [Payments]</p> <p>Or</p> <p><i>Transaction code: FF110</i></p> <p>4.2.a.iii Enter the Run Date.</p> <p>4.2.a.iv Enter the Idenification.</p> <p><i>Note: The End User can use the dropdown menu from the run date field and double click on the appropriate schedule if either of the above items is not known.</i></p> <p>4.2.a.v Click [Status].</p> <p>4.2.a.vi Click [Environment].</p> <p>4.2.a.vii Click [Payment medium].</p> <p>4.2.a.viii Click [DME Administration].</p> <p><i>Note: View the payment file for Treasury. Arrow back to</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>4.3. <i>Obtain the Schedule Number.</i></p> <p>4.3.a. <i>Job Aide ⇌</i></p>	<p>payment run when viewing is complete.</p> <p>4.3.a.i. <i>Transaction code:</i> ZSE16_FMTC_SCHNO</p> <p>4.3.a.ii. <i>Click [Enter].</i></p> <p>4.3.a.iii. <i>Enter the Run Date.</i></p> <p><i>Note: If selection parameter labels are SAP technical names, and not field text (ex: screen displays “LAUFD” and “LAUFI” instead of “Run On” and “Identification”), the user should change his/her settings. Go to: Settings > User Parameters and the radio button for “Field Text”. Click [Enter] to confirm selection. Click the tab for “Data Browser” in the pop up screen. Inside the box labeled “Keywords”, click the radio button for “Field Text”. Click [Enter] to confirm selection.</i></p> <p>4.3.a.iv. <i>Enter the Identification.</i></p> <p>4.3.a.v. <i>Click [Start Search].</i></p> <p><i>Note: The system will display a schedule number and all information relative to this particular payment run.</i></p> <p>4.3.a.vi. <i>Click [Exit].</i></p> <p>4.3.a.vii. <i>After you click</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p><i>Edit/Payments/Payments List</i>; the list variant box will pop-up as normal. The Program field is where you will need to add the “Z” in order to get the next pop-up box with the option to choose whether or not you want to send out and email to the travelers.</p> <p>Note: This applies to the travel payment email notifications only and you should only have to enter this once and then it will be automatically populated in that field. If you certify more than just travel payments, you will get this pop-box for any payment run list that the user displays. However, it will NOT generate an email notification to any vendors except, the employee vendors. If at a later date you do not want to get this pop-up box, simply remove the “Z”.</p>
<p>5. Prepare the payment voucher.</p> <p><i>NSSC Payroll (SP)</i></p>	<p>5.1. Log-on to ECS. 5.1.a. Job Aide ➡</p> <p>5.2. Close Service Request in Remedy 5.2.a. Job Aide ➡</p>	<p>5.1.a.i Log-on to ECS. 5.1.a.ii Enter User-id and Password. 5.1.a.iii Click [Enter]. 5.1.a.iv <i>No further information on click by click</i></p> <p>5.2.a.i. <i>No further information on click by click</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<p>6. IPAQ Center</p> <p><i>NSSC Payroll (IG)</i></p>	<p>6.2. <i>Log on to the IPAC system via online</i></p> <p>6.3. <i>Enter IPAC invoices</i> 6.3.a. <i>Job aide</i></p> <p>6.4. <i>Send invoices to IPAC Certifier to schedule batch payment run</i></p> <p>6.5. <i>Upon receipt of scheduled invoices from certifier, access online web IPAC</i></p> <p>6.6. <i>Review IPAC processed status report</i></p> <p>6.7. <i>Review the status report for ALC</i></p> <p>6.8. <i>Initiate download of IPAC transactions</i></p> <p>6.9. <i>Access SAP to resolve payables suspense transactions in SAP</i></p>	<p><i>If there are errors, enter the online update log on to SAP and update par t</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>6.10. <i>Create IPAC credit memo (document type ZC)</i></p> <p>6.11. <i>Enter a JV transaction in SAP to initiate cash recovery</i></p> <p>6.12. <i>Access online web based IPAC review center collections processed status report for any transmission errors</i></p> <p>6.13. <i>Review SAP transaction log and error record.</i></p>	
7. <i>Update the FedTax System</i>	<p>7.2. <i>Log on to FedTax</i> 7.2.a. <i>Job aide ➡</i></p>	<p>7.1.a.i. <i>Log-on to ECS.</i></p> <p>7.1.a.ii. <i>Enter User-id and Password.</i></p> <p>7.1.a.iii. <i>Click [Enter].</i> 7.1.a.iv. <i>No further information</i></p>
8. <i>Update Tax Spreadsheet</i>	8.1. <i>No further information</i>	
9. <i>File Local and State taxes</i>	9.1. <i>No further information</i>	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p><i>Transaction Code: FBRA</i></p> <p>4.2.a.ii. Enter Invoice document (25000XXXXX).</p> <p>4.2.a.iii. Enter Company Code (NASA).</p> <p>4.2.a.iv. Enter the Fiscal Year.</p> <p>4.2.a.v. Click [Enter].</p> <p>4.2.a.vi. Double click the [Vendor line item].</p> <p>4.2.a.vii. Go to the [Environment-Check Information] on the menu.</p>
	<p>1.3. <i>Cancel Issued Check</i></p> <p>1.3.a. <i>Job Aide</i> ➡</p>	<p>4.3.a.i. Click [Accounting],[Financial Accounting], [Accounts Payable], [Environment], [Check Information], [Void] Or ♦ <i>Transaction Code: FCH8</i>.</p> <p>4.3.a.ii. Enter the Paying Company Code.</p> <p>4.3.a.iii. Enter the House Bank.</p> <p>4.3.a.iv. Enter an Account ID (NASA).</p> <p>4.3.a.v. Enter the Check Number.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p>4.3.a.vi. <i>Enter a Void Reason Code.</i></p> <p>4.3.a.vii. <i>Enter the Reversal Reason.</i></p> <p>4.3.a.viii. <i>Enter a Posting Date.</i></p> <p>4.3.a.ix. <i>Click [Cancel Payment].</i></p>


Payment of Credit Hours



Overview:

1. The payment of Credit Hour Balances occurs when an employee changes their work schedule and/or their pay status.
2. The Payment of Credit Hour Balances is processed during the Close-Out procedure: bi-weekly on Monday (Day 2) of the Pay Period. The process schedule is subject to change based on a Holiday, but notification of change will be provided.

Systems Utilized:

1. WebTADS – Entry
2. FPPS – Verification

Roles and Responsibilities	Action	Tips
1. Pay Credit Hours in WebTADS NSSC Payroll (SP)	1.1. Log-on to WebTADS via the Internet. 1.1.a. Job Aide ⇄ 1.2. Access the Employee's Timesheet in WebTADS. 1.2.a. Job Aide ⇄	1.1.a.i. Enter User ID and Password. Click [OK]. 1.1.a.ii. Under "Location" change the center by clicking [9999] at the top of the page. 1.1.a.iii. Under "Edit Session" click the [drop-down box] and select the applicable center. 1.1.a.iv. Click [Submit] . 1.2.a.i. At the top of the page, click the  (Employee Search) icon. 1.2.a.ii. Enter the

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.3. Enter a "New Message Form" to Pay Credit Hours.</p> <p>1.3.a. Job Aide ⇌</p>	<p>employee's social security number and click [Query].</p> <p>1.2.a.iii. Select the applicable employee.</p> <p>1.3.a.i. Click the  (Advanced Leave) icon.</p> <p>1.3.a.ii. A "New Message Form" page will appear.</p> <p>1.3.a.iii. Click on the [drop-down box] and select "Payment of Credit Hour Balance."</p> <p>1.3.a.iv. Click [Submit].</p> <p>1.3.a.v. Enter the following justification: "___Credit Hours paid because employee is ineligible to earn/use Credit Hours due to a change in work schedule or pay status."</p> <p>1.3.a.vi. Enter the number of Credit Hours in the "Hours" box and click [Submit].</p> <p>1.3.a.vii. When asked if you are sure, review the information.</p> <ul style="list-style-type: none"> ◆ If correct, then click [YES]. ◆ If incorrect, then click [NO] and re-enter information. <p>1.3.a.viii. Click the  [Edit Timesheet] icon to return to the employee's Timesheet.</p>
	<p>1.4. Review the justification in the "Comments" section to verify if the transaction entered was accepted.</p>	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<i>1.5. Move back to the Closeout Procedure.</i>	

Payroll Indebtedness

Notes:

1. DOI is a participant of the Federal Salary Offset Program whereby debts owed other federal agencies are collected on their behalf through the use of payroll deductions.
2. For collection of retirement monies, contact the DOI Benefits Processing Group, D-2670 as soon as it is known that the indebted employee is leaving the agency, but no later than 20 days after separation to assure that the notice of debt is noted on the retirement card when it is submitted to OPM. A telephone call to (303) 969-7400 or a fax sent to (303) 969-5424 will serve as notice.
3. Assure that checks covering the following Government debts are made payable to the Department of the Interior:
 - a. Payroll-related debt for bills issued by DOI Debt Management Branch, D-2640 .
 - b. Military Service Credit Deposits.
 - c. Premiums for continuing benefits for employees while on loan to a non-Federal agency

Have all such collections routed to Department of the Interior, National Business Center, Payroll Operations Division, Attention: D-2613, PO Box 272030, Denver, CO 80227-9030

Systems Used:

1. SAP-entry

Roles and Responsibilities	Action	Tips
<p>1. Create or Update a Customer in master record.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Log-on to SAP</p> <p>1.1.a. Job Aide ⇌</p>	<p>1.1.a.i. Enter User-id and Password.</p> <p>1.1.a.ii. Click [Enter].</p> <p>Navigation between the following screens and tabs is by screen pushbuttons (General Data, Sales Area Data and Company Code Data) and by screen tabs (e.g., address, control data, account</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.2. <i>Verify customer does not exist</i></p> <ul style="list-style-type: none"> ◆ If the customer does exist proceed to 1.4. ◆ If the customer does not exist, proceed to step 1.3. <p>1.3. <i>Access SAP and Go to Create a Customer</i></p> <p>1.3.a. <i>Job Aide</i> ⇨</p> <p>1.4. <i>Input customer data into SAP.</i></p> <p>1.4.a. <i>Job Aide</i> ⇨</p>	<p>management).</p> <p>1.7.a.i. Click [LogisticsSales and Distribution], [Master Data], [Business Partners], [Customer], [Create], [Complete].</p> <p>Note: This screen includes a pop-up box with the same name. The box must be completed with following information or to get out of box, click on [X] in the top right corner of the box to exit.</p> <p>1.4.a.i. <i>Complete initial screen information.</i></p> <p>1 Enter Account Group. Account.</p> <p>2 Enter Company Code (NASA).</p> <p>3 Enter Sales Organization. (00XX).</p> <p>4 Enter Distribution Channel. Value =</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.5. Input address information.</p> <p>1.5.a. Job Aide ⇨</p>	<p>"01".</p> <p>5 Enter Division. Value = "01".</p> <p>6 Click [Enter].</p> <p>1.5.a.i. Complete address information.</p> <p>1 Enter Name.</p> <p>2 Enter Street/House number.</p> <p>3 Enter Postal Code.</p> <p>4 Enter City.</p> <p>5 Enter Country.</p> <p>6 Enter Region (state).</p> <p>7 Enter P.O. Box, if applicable.</p> <p>8 Click [Control data].</p> <p>1.5.a.ii. Enter Trading Partner (NONFED).</p> <p>9 Enter Tax Code 1 (employee's SSN).</p> <p>10 Click [Company Code Data].</p> <p>11 Enter Recon. Account. (1310.0000).</p> <p>12 Enter Sort Key. "002" should be entered. This results in the Doc# and FY to be entered in the assignment field on the invoice.</p> <p>Note: This is used in</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.6. Update a customer record</p> <p>1.6.a. Job Aide ⇨</p>	<p>updating the status of transaction to "Cleared".</p> <p>13 .Enter "00XX". "XX" represents the Center AIN.</p> <p>14 Click [Save].</p> <p>1.5.a.iii. Click [Exit].</p> <p>1.6.a.i. Click [Logistics], [Sales and Distribution], [Master Data], [Business Partners], [Customer], [Display/Change] or transaction code: XD03/XD02</p> <p>1.6.a.ii. Enter Customer.</p> <p>1.6.a.iii. Click on [Search] to look for customer number by name, etc.</p> <p>1.6.a.iv. Enter Company Code (NASA).</p> <p>1.6.a.v. Enter Sales information.</p> <p>Note: If the company code or the sales information is not entered, the company code data will not be shown and the sales area data will not be shown</p> <p>1.6.a.vi. Enter Sales Organization. (00XX)</p> <p>1.6.a.vii. Enter Distribution Channel.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.7. Review fields and information received to determine if updates are necessary.</p> <p>♦ If updates are necessary, 1.7.a. Job Aide ⇨</p> <p>♦ If updates are not necessary, proceed to step 2.</p>	<p>Value = "01".</p> <p>1.6.a.viii. Enter Division. Value = "01".</p> <p>1.6.a.ix. Click [Enter].</p> <p>1.7.a.i. Click [Customer].</p> <p>1.7.a.ii. Click [Customer] in horizontal menu and [Display Change] in drop down menu.</p> <p>1.7.a.iii. Click [Display Change].</p> <p>1.7.a.iv. Make necessary adjustments.</p>
<p>2. Create an Accounts Receivable Invoice.</p> <p>NSSC Payroll (SP)</p>	<p>2.1. Analyze the indebtedness and verify customer has been entered in the customer master record.</p> <p>2.2. Input an Accounts Receivable Invoice</p> <p>2.2.a. Job Aide ⇨</p>	<p><i>Is their any process in order to analyze indebtedness and verify customer exist?</i></p> <p>2.2.a.i. Click [Accounting],</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p><i>[Financial Accounting], [Accounts Receivable], [Document Entry], [Invoice] or transaction code: FB70</i></p> <p>2.2.a.ii. Enter Customer Number.</p> <p>2.2.a.iii. Enter Invoice date.</p> <p>2.2.a.iv. Enter Amount.</p> <p>2.2.a.v. Go to [Details] tab.</p> <p>2.2.a.vi. Enter Business Area (Center AIN).</p> <p>2.2.a.vii. Return to [Basic data] tab.</p> <p>2.2.a.viii. Enter Amount.</p> <p>2.2.a.ix. Enter Text. Enter "Debt ID number" from DOI report.</p> <p>2.2.a.x. Go to [Items].</p> <p>2.2.a.xi. Enter G/L account. G/L account is 6790.0000 as a Credit.</p> <p>2.2.a.xii. Enter Amount in doc. cur.</p> <p>2.2.a.xiii. Enter Business Area (Center AIN).</p> <p>2.2.a.xiv. Enter Funds center.</p> <p>2.2.a.xv. Enter Fund.</p> <p>2.2.a.xvi. Click [Post].</p>
3. Create a Credit memo for the customer's repayment.	<p>3.1. Set up Credit memo</p> <p>3.1.a. Job Aide ⇌</p>	<p>3.1.a.i. Click [Accounting], [Financial Accounting],</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<i>NSSC Payroll (SP)</i>		<p><i>[Accounts Receivable], [Document Entry], [Credit Memo]</i> or transaction code: <i>FB75</i></p> <p>3.1.a.ii. Enter <i>Customer Number</i>.</p> <p>3.1.a.iii. Enter <i>Document Date</i>.</p> <p>3.1.a.iv. Go to <i>[Details]</i> tab.</p> <p>3.1.a.v. Enter <i>Assign</i>.</p> <p>Note: This is the assignment number from the customer invoice with the corresponding Debt ID Number.</p> <p>3.1.a.vi. Enter <i>Business Area</i> (Center AIN).</p> <p>3.1.a.vii. Return to <i>[Basic data]</i> tab.</p> <p>3.1.a.viii. Enter <i>Reference</i>. Enter the "Receivable document number" related to the credit memo.</p> <p>3.1.a.ix. Enter <i>Amount</i>.</p> <p>3.1.a.x. Enter <i>Text</i>. Include "Debt ID number" that the Payroll deduction fulfilled.</p> <p>◆ Under <i>[Items]</i></p> <p>3.1.a.xi. Enter <i>G/L Account</i>. G/L account 6790.0000</p> <p>3.1.a.xii. Enter <i>D/C</i>. Click <i>[Debit]</i>.</p> <p>3.1.a.xiii. Enter <i>Amount</i> in</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p><i>doc. cur.</i></p> <p>3.1.a.xiv. Enter Business Area. Use Center AIN</p> <p>3.1.a.xv. Enter Funds Center.</p> <p>3.1.a.xvi. Enter Fund.</p> <p>3.1.a.xvii. Click [Enter].</p> <p>3.1.a.xviii. Click [Post].</p> <p>Note: A message will display at the bottom that the transaction has been saved and it will give you a document number.</p>
<p>4. Update status of receivable to clear payroll.</p> <p>NSSC Payroll (SP)</p>	<p>4.1. Status the Receivable by entering payment.</p> <p>4.1.a. Job Aide ⇌</p>	<p>4.1.a.i. Click [Accounting], [Financial Accounting], [Accounts Receivable], [Document entry], [Other], [Intern. Transf. Posting], [With Clearing] or transaction code: F-30</p> <p>4.1.a.ii. Enter Document date.</p> <p>4.1.a.iii. Select Document Type (DR).</p> <p>4.1.a.iv. Enter Company Code (NASA).</p> <p>4.1.a.v. Enter Posting Date.</p> <p>4.1.a.vi. Enter Currency/rate</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p>4.1.a.vii. Enter Doc. header text. Enter "Debt ID number" from DOI report.</p> <p>4.1.a.viii. Enter Clearing Text. Enter "Receivable Document number".</p> <p>4.1.a.ix. Click [Incoming Payment].</p> <p>4.1.a.x. Enter Post Key (40).</p> <p>4.1.a.xi. Enter Account. Enter G/L Account 6790.0000.</p> <p>4.1.a.xii. Click [Enter].</p> <p>4.1.a.xiii. Enter Amount.</p> <p>4.1.a.xiv. Enter Fund Center.</p> <p>4.1.a.xv. Enter Fund.</p> <p>4.1.a.xvi. Click [Choose open Items].</p> <p>4.1.a.xvii. Enter Account.</p> <p>4.1.a.xviii. Check Normal OI. OI is open items.</p> <p>4.1.a.xix. Click [Process open items].</p> <p>4.1.a.xx. Double click [USD Gross] amount for the document you are collecting.</p> <p>4.1.a.xxi. Click [Res Items] tab.</p> <p>4.1.a.xxii. Click [Residual Item] for the document you are collecting. This line will be highlighted.</p> <p>4.1.a.xxiii. Enter Amount. The amount is the "Not</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p><i>assigned” amount.</i></p> <p><i>4.1.a.xxiv. Click [Enter].</i> <i>“Not assigned” amount is updated to zero.</i></p> <p><i>4.1.a.xxv. Click [Post].</i></p> <p><i>4.1.a.xxvi. Double click [line to correct].</i></p> <p><i>4.1.a.xxvii. Enter Text.</i> <i>Everything should be in balance, if not update as necessary. Make sure all entries are accounted for.</i></p> <p><i>4.1.a.xxviii. Click [Post].</i></p> <p><i>4.1.a.xxix. Check the customer documents to ensure item</i></p>

Prior Pay Period Adjustments



Notes:




1. A prior pay period adjustment (PPPA) is an adjustment submitted to change a timesheet's hours and/or labor codes.
2. PPPAs are processed daily from Thursday (Day 5) through Wednesday (Day 11) of the Pay Period.
3. When a PPPA is submitted by the employee, the employee can log-on to WebTADS and change, add, delete, and/or resubmit any changes to that PPPA. However once the approver has approved the PPPA, the employee no longer has those capabilities.
4. The PPPA must be approved by a supervisor in WebTADS within 3 pay periods after the employee submits the adjustments; PPPAs beyond 3 pay periods require a Hardcopy PPPA and a memo signed by the employee's supervisor stating the changes and why the adjustment was not approved electronically within the allotted 3 pay period cut-off date.
5. Date all documents printed and write the applicable **Center** and the **Current Pay Period** in the top right-hand corner.


Systems Used:


1. WebTADS – Entry
2. FPPS – Verification
3. Scanner System – Entry

Roles and Responsibilities	Action	Tips
1. Review the "Pending Adjustment Report" in WebTADS. NSSC Payroll (SP)	1.1. Log-on to WebTADS via Internet. 1.1.a. Job Aide ⇨	1.2.a.i. Enter User-Id and Password. Click [OK] . 1.2.a.ii. Change the center by clicking [9999] at the top of the page under "Location:" 1.2.a.iii. Under "Edit Session," click the [drop-down box] ,

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.2. Print the "Pending Adjustment Report".</p> <p>1.2.a. Job Aide ⇨</p>	<p>select the applicable center, and then click [Submit].</p> <p>1.2.a.i. Click [Reports] located on the toolbar.</p> <p>1.2.a.ii. Scroll down to the "Prior Pay Period Adjustment Reports" section.</p> <p>1.2.a.iii. Beside the "Pending Adjustment Report", click the  (quick report) icon.</p> <p>1.2.a.iv. When the report comes up, remove the check from "Request" and click [Submit].</p> <p>1.2.a.v. Click the  (Excel) icon to export the spreadsheet in Excel.</p> <p>Note: This spreadsheet shows the detail for each adjustment on the timesheet.</p> <p>Note: You can either hide or delete the detailed rows, so that only one line per employee per pay period; double check the number of employee's with the Results: Approve = # number at the top of this spreadsheet</p> <p>1.2.a.vi. Print the Excel spreadsheet.</p>


<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<p>2. Audit each PPPA listed on the report until complete.</p> <p>NSSC Payroll (SP)</p>	<p>2.1 <i>Open each employee's timesheet.</i></p> <p>2.1.a. Job Aide ⇨</p> <p>2.2 <i>Verify that the PPPA listed on the report matches the PPPA on the employee's timesheet.</i></p> <p>Note: Typically, WebTADS retrieve the oldest dated PPPA first.</p> <p>Some exceptions:</p> <p>(1) The system will bring up an old PPPA (possibly from 2003), this is a system glitch. If this applies, refer to 2.2.a.i ⇨</p> <p>-or-</p> <p>(2) Additional approved PPPAs might be visible after the report has been printed; only accept those that appear on the printed report, the newly approved PPPA will be captured and audited the next time the</p>	<p>2.1.a.i. At the top of the page, click the  (Employee Search) icon.</p> <p>2.1.a.ii. Enter the employee's social security number and click [Query].</p> <p>2.1.a.iii. Select the applicable employee.</p> <p>2.1.a.iv. Once the current timesheet appears, click on the  (pending tasks) icon.</p> <p>2.2.a.i. Scroll down on the timesheet to the "Pending adjustments/requests for this employee" section (below the comments section) and select the applicable PPPA date by clicking the  (adjust a previous timesheet) icon.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>report is run.</p> <p>2.3 <i>Verify that the first 80 hours are charged to payable codes (number of payable hours required will vary for part-time employees).</i></p> <p>Note: Hours can exceed 80 hours (for full time employees) if earned (credit or comp time) hours and/or overtime is charged.</p> <p>c. <i>If <u>yes</u>, proceed to Step 2.4.</i></p> <p>d. <i>If <u>no</u>, contact CPO; rejection may be necessary.</i></p> <p>2.4 <i>Verify what kind of adjustments the employee is making to their timesheet. (Adjustment Type 1 or Type 2)</i></p> <p>2.4.a. Job Aide ⇨</p> <p>Note: A Type 1 Adjustment is an hour type adjustment. A Type 2 Adjustment is a WBS change.</p>	<p>♦ <i>If rejection is deemed necessary, then Proceed to Step 3.</i></p> <p>2.4.a.i. Click the  (history) icon.</p> <p>2.4.a.ii. Scroll down to the "PPPA Review-Approved" section to view a summary of the hour type changes.</p> <p>Note: A change in payable hours will list a negative and positive number. The net</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>effect of this change should be zero, unless the employee is adding earned hours or overtime.</p> <p><i>2.4.a.iii. Scroll down to the "Pay Period WBS Totals - Approved Adjustments" section to view a summary of the WBS changes.</i></p> <p><i>2.5 Annotate the adjustments on the report. Examples include the following:</i></p> <p>Hour type change: 8 SL to REG</p> <p>Multiple hour type(s) changes: 8 CTU; 4 AL; 5 SL to 17 REG</p> <p>For adding or subtracting earned hours: +8 CRE or -8 CRE</p> <p>For WBS changes: Labor Change</p> <p><i>2.6 Return to the employee's timesheet.</i></p>	<p>Click on the  (Edit Timesheet) icon.</p>
<p>3. Status the PPPA.</p> <p><i>NSSC Payroll (SP)</i></p>	<p><i>3.1 For Accepting, Rejecting, and Pending PPPA instructions, please refer to the PPPA Accepting Chart.</i></p>	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>c. <u>If the PPPA does not</u> require a validation of leave balances then, proceed to Step 3.3.</p> <p>d. <u>If the PPPA requires</u> a validation of leave balances then, log-on to FPPS.</p> <p>3.1.a. Job Aide ⇨</p>	<p><i>3.2.a.i. Log-on to FPPS via the internet.</i></p> <p>Note: https://securefpps.nbc.gov</p> <p><i>3.2.a.ii. Enter User-ID and password. Click [OK].</i></p> <p><i>3.2.a.iii. Click on [FPPS Production].</i></p> <p><i>3.2.a.iv. Enter LVVW code in the FPPS Command section in the top right-hand corner and click [GO].</i></p> <p>Or</p> <p><i>From the toolbar, select [Employee & Position Views]; then click [Leave Record (LVVW)].</i></p> <p><i>3.2.a.v. Enter employees social security number (SSN).</i></p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.2 Categorize the PPPA (Accept, Reject, or Pending) in accordance to the PPPA Accepting Chart.</p> <p>3.2.a. Job Aide ⇨</p> <p>Note: After the PPPA is</p>	<p>3.2.a.vi. Enter the corresponding Pay Period (PPPA's pay period) in YYPP format.</p> <p>3.2.a.vii. Click [OK].</p> <p>3.2.a.viii. Click [OK] to move through the leave screens until you view the applicable leave.</p> <p>3.2.a.ix. Annotate the Available Balance(s) on your printout.</p> <p>3.2.a.x. Click [Cancel].</p> <p>The leave balance(s) for the Current Pay Period <u>must</u> be verified. Repeat Steps 3.1.a.vi though 3.1.a.xi</p> <p>3.2.a.xi. Review the employee's leave balance(s).</p> <ul style="list-style-type: none"> ◆ <u>If the leave balance(s) is sufficient, then Accept.</u> ◆ <u>If the leave balance(s) is insufficient, then Reject.</u>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>processed, the  (pending tasks) icon may still remain on the employee's timesheet. If another PPPA is listed on the "Pending Adjustments Report" for this employee then, refer to Step2.1 . If the PPPA is not listed on the report then no action is required (The Adjustment will be captured and processed on the next Report).</p>	<p>3.2.a.i. To Accept, click [Accept] at the top of the employee's timesheet.</p> <p>3.2.a.ii. To Reject, add a comment that explains the reason for rejection and click [Reject] at the top of the employee's timesheet.</p> <p>Note: Upon Rejection, the WebTADS system will generate an email to the employee and their approver.</p>
<p>4. Audit any received Hardcopy PPPAs.</p> <p><i>NSSC Payroll (SP)</i></p>	<p>4.1 Reference the <u>"Hardcopy Prior Pay Period Adjustment"</u> procedure.</p>	<p>Upon completion click [Logout] and close WebTADS.</p>
<p>5. Capture Metrics information.</p> <p><i>NSSC Payroll (SP)</i></p>		
<p>6. Scan information</p> <p><i>NSSC Payroll (SP)</i></p>		

Reissue of Payment

Notes:

1. A recertified or reissued payment is issued when: (1) a payee claims non-receipt of his/her U.S. Treasury check or when the payee's check has been lost, stolen, destroyed, mutilated or forged; or (2) when the agency determines that the payee is no longer entitled to the proceeds of the payment (for example, the payee died before the issue date of the check and the applicable proceeds of this payment will need to be issued to the designated beneficiary).
2. Employee accountability is established by signing "Information for Reporting Non-Receipt of Hard Copy Salary Check" (POD A-11) form prior to receiving a recertified check. This statement states that the non-negotiated original check will be returned to DOI upon location.
3. NPO will receive the POD A-11 form from the employee for processing.
4. NPO will receive notification from the employee's financial organization reporting non-receipt of EFT payment.

Systems Used:

1. FPPS- Verification

Roles and Responsibilities	Actions	Tips
<p>1. Evaluate which form is required.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Determine if a POD A-11 form for Non-Receipt of Hard Copy Salary Check or a POD A-12 form for Non-Receipt of DD/EFT Payment is required.</p> <ul style="list-style-type: none"> ◆ If a POD A-11 is required, proceed to Step 2. ◆ If a POD A-12 is required, you will verify the information in FPPS to complete the information on form. 	
<p>2. Verify issuance of payment.</p>	<p>2.1. Log-on to FPPS.</p> <p>2.1.a. Job Aide ⇨</p>	

<i>Roles and Responsibilities</i>	<i>Actions</i>	<i>Tips</i>
<i>NSSC Payroll (SP)</i>	<p>2.2. Verify that the check was issued and amount was issued. 2.2.a. Job Aide ⇄</p> <p>2.3. Complete the information on form, if applicable.</p>	<p>2.1.a.i. Log-on to FPPS. (https://securefpps.nbc.gov)</p> <p>2.1.a.ii. Click [Logon].</p> <p>2.1.a.iii. Enter User ID & Password.</p> <p>2.1.a.iv. Click [OK].</p> <p>2.3.a.i. Enter LEVW code in the FPPS Command section in the top right-hand corner and click [GO],</p> <p>-- Or --</p> <p>◆ Click [Employee & Position Views], and then click [Leave & Earning Statement [LEVW]].</p> <p>2.3.a.ii. Enter the employee's social security number.</p> <p>2.3.a.iii. Enter the Pay Period reported on form.</p> <p>2.3.a.iv. Click [OK].</p> <p>Note: There will be no amount listed if the check has not been issued.</p>
<p>3. Distribute the information.</p> <p><i>NSSC Payroll (SP)</i></p>	<p>◆ If it is a POD A-11, fax the form to DOI contacts.</p> <p>◆ If it is a POD A-12, call the Payroll Information Line to Report.</p>	<p>Once faxed, send an email to DOI Contacts confirming the receipt of the form.</p> <p>303-969-7732</p>

<i>Roles and Responsibilities</i>	<i>Actions</i>	<i>Tips</i>
<i>4. Scan the documents.</i> <i>NSSC Payroll (SP)</i>		

Restoration of Annual Leave

Notes:

1. Refer to NPR 3600.1.3.3.1.3 and 5CFR Part 630.
2. Annual leave year ends in Pay Period 02 (PP02).
3. GS employees can only carry over 240 hours annual leave from the previous leave year.
4. The exception is for GS employees who are returning from tours of duty overseas with the State Department and Senior Executive Service (SES) employees. These employees have authority to maintain a carry over balance higher than 240 hours per leave year.
5. In accordance with Federal Regulations, there are situations and procedures to restore lost annual leave.
6. The Restoration of Annual Leave Hours Report is forwarded by the Human Resources Department. This is a compiled list of Request for Restoration of Forfeited Annual Leave for each center.

Systems Used:

1. FPPS-Verification
2. Scanning- Entry

Roles and Responsibilities	Action	Tips
<p>1. Audit the Restoration of Annual Leave Hours Report.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Log-on to FPPS.</p> <p>1.1.a. Job Aide ⇄</p>	<p>1.1.a.i. Log-on to FPPS. https://securefpps.nbc.gov/</p> <p>1.1.a.ii. Click [Logon].</p> <p>1.1.a.iii. Enter User ID & Password.</p> <p>1.1.a.iv. Click [OK].</p> <p>1.1.a.v. Click [FPPS Production].</p> <p>1.2.a.i. Type [LVVW] in the</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>1.2. Verify the employee's "Projected Use or Lose" balances.</p> <p>1.2.a. Job Aide ⇌</p> <p>Note: The hours shown in FPPS are the actual leave balances as of the pay period selected.</p> <p>1.3. Verify that the "Projected Use or Lose"</p>	<p>"FPPS Command" box in the upper right corner.</p> <p>Or</p> <p>♦ Click [Employee & Position Views], then click [Leave Record (LVVW)].</p> <p>1.2.a.ii. Enter employee's social security number.</p> <p>1.2.a.iii. Change the Pay Period to XX02 (substitute XX for the applicable year).</p> <p>1.2.a.iv. Click [OK].</p> <p>Note: Make sure you are viewing the Annual Leave screen, if not click [OK] to move through the leave screens until you come to the annual leave screen.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p><i>balance corresponds with the "Hours to Restore" column.</i></p> <p>Note: Often, a conversion of Hours between the hours reported in the FPPS and the hours listed on the Restoration of Annual Leave Hours form occurs in the following format:</p> <p>.15 in FPPS = .25 on the form</p> <p>.30 in FPPS = .50 on the form</p> <p>.45 in FPPS = .75 on the form</p> <p>♦ <i>If hours reported in FPPS are lower than the hours reported on the POD A-10 form, mark through the hours (with a pencil) with one line, and write the number of hours reported in FPPS.</i></p> <p>Note: Notify the CPO if the hours on the original request are adjusted.</p> <p>♦ <i>If hours reported in FPPS are higher than the hours reported on the POD A-10 form, then you will use the hours reported on the POD A-10 form and no change is necessary.</i></p>	<p>Note: The hours reported on the POD A-10 form are what the employee projected their Restored Annual Leave amount would be based on the approved leave at that time. Of the hours reported on the POD A-10 form and the hours reported in FPPS, DOI will choose to process the lesser amount.</p> <p>1.3.a.i. Click [Cancel] twice and Log-off of FPPS.</p>
<p>2. Fax the form.</p> <p>NSSC Payroll (SP)</p>	<p>2.1. Fax to POD A-10 form with penciled corrections to DOI contacts.</p>	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<i>3. Scan the form.</i> NSSC Payroll (SP)		
<i>4. Monitor when Restored Annual Leave will be in FPPS.</i> NSSC Payroll (SP)	<i>4.1. Follow up as to when the Restored Annual Leave will be input into the FPPS system.</i> Note: This data is used when the Centers call for a status.	

Salary Garnishments

Notes:

1. *There are two types of garnishment actions affecting Federal employees' pay:*
 - a. *Child Support and/or Alimony (5CFR, Part 581)*
 - b. *Commercial (Private Debt) (5CFR, Part 582)*
2. *The legal process is any writ, order, summons, or other similar process in the nature of garnishment that orders an agency to withhold an amount from the pay of an employee and to make a payment of such withholding to a specified party to satisfy a legal obligation.*
3. *The office designated to accept legal process for NASA employees' is the Department of the Interior.*

Systems Used:

1. *Fax and Email- Correspondence and Confirmation*
2. *Scanner- Entry*

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. <i>Receive Salary Garnishment documents via mail.</i> NSSC (Payroll) (SP)	1.1. <i>Copy all documents received including the delivery envelope(s).</i>	
2. <i>Forward the documentation to DOI.</i> NSSC (Payroll) (SP)	2.1. <i>Fed Ex via priority overnight delivery to the DOI</i>	<i>Department of the Interior National Business Center Chief, Payroll Operations Division D-2640 7201 W. Mansfield Avenue P O Box 272030 Denver, CO 80227-9030</i>
3. <i>Scan all documentation.</i>		

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<i>NSSC (Payroll) (SP)</i>		

Settlements: EEO, MSPB, and Negotiated Settlement Payments

Notes:

1. EEO, MAPB, and negotiated settlement payments may include several components, including back pay, back leave, compensable damages, and other damages.
2. Create a spreadsheet of all employees that have a settlement payment.

Systems Used:

1. ??????- Entry
2. Scanner System- Entry
3. Fax/Email- Communication and Confirmation

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. Create an employee master record. NSSC Payroll (SP)	1.1. <i>This may require entry into a system such as SAP or FPPS.</i>	
2. Evaluate all documents. NSSC Payroll (SP)	2.1. Evaluate all documents. <ul style="list-style-type: none"> ◆ If the settlement amount is reportable on W-2, proceed to step 3. ◆ If some or entire settlement amount of settlement is not reportable on W-2, proceed to Step 4. 	

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<p>3. Forward documentation to DOI.</p> <p>NSSC Payroll (SP)</p>	<p>3.1. Send the following documentation to DOI:</p> <p>3.1.a. Job Aide ⇨</p> <p>Note: Forward documentation in a sealed envelope marked confidential to: Department of the Interior National Business Center Payroll Operations Division Attention: Mail Code D-2663 P.O. Box 272030 Denver, CO 80227-9030.</p>	<p>3.1.a.i. Copy of signed settlement, agreement, or resolution.</p> <p>3.1.a.ii. DD/EFT information for deposit of funds or mailing address for check.</p> <p>3.1.a.iii. Statement indicating what portion of the settlement is to be reported on the Form W-2.</p> <p>3.1.a.iv. Statement of whether interest is to be paid, and to what date, if not payment date.</p> <p>3.1.a.v. Cost structure for payment.</p> <p>3.1.a.vi. Statement of any interim earnings, including unemployment compensation indicating gross amount for each year of the back pay period.</p> <p>3.1.a.vii. All SF-50's, notification of personnel action, applicable to settlement and corrected SF-50's for existing subsequent actions.</p> <p>3.1.a.viii. Statement from employee regarding Health Benefits and thrift Savings deductions.</p> <p>3.1.a.ix. Information on any withdrawal of retirement funds or receipt of retirement annuity.</p> <p>3.1.a.x. Statement</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p><i>explaining the type of hours to be paid, if premium hours are included show exact days, hours and types.</i></p> <p>Note: If interest is payable on a lump sum settlement amount, direction must be provided concerning the allocation of the lump sum amount to specific pay periods. This is required since the OPM-provided interest calculation programs compute interest on a pay period basis.</p>
<p><i>4. Forward documentation to the Center Accounting Office.</i></p> <p>NSSC Payroll (SP)</p>	<p><i>4.1. Send the following documentation to CAO:</i></p> <p><i>4.1.a. Job Aide ⇄</i></p> <p>Note: Forward in a sealed envelope marked confidential to: CAO???.</p>	<p><i>4.1.a.i. Copy of signed settlement agreement or resolution</i></p> <p><i>4.1.a.ii. DD/EFT information or mailing address for check.</i></p> <p><i>4.1.a.iii. Statement indicating what portion of the settlement is to be paid by the CAO and what portion is reportable on the Form 1099-MISC.</i></p> <p><i>4.1.a.iv. Statement of whether interest is to be paid.</i></p> <p><i>4.1.a.v. Cost structure for payment.</i></p>
<i>5. Scan all documents.</i>		

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<i>NSSC Payroll (SP)</i>		

Student Loan Repayments

Notes:

1. Employees can elect to repay their student loans through an allotment.
2. In order to participate in this repayment process, employees need to contact the Center Payroll Office.
3. The NPO will receive a spreadsheet containing all employees who choose to set-up this allotment.

Systems Used:

1. Scanner System- Entry
2. Fax/Email- Communication and Confirmation

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
<i>1.Fax the spreadsheet.</i> NSSC Payroll (SP)	<i>1.3. Fax the spreadsheet to DOI contacts.</i>	<i>1.3.a.i. Once faxed, send an email to DOI Contacts confirming the receipt of the wavier.</i>
<i>2. Scan the documents.</i> NSSC Payroll (SP)		

Supplemental Payment Request

Notes:



1. A Supplemental/Amended timesheet (also identified as an Offline Payment or Retroactive Pay Adjustments) is a Timesheet that is filled out by NPO and sent to DOI. The purpose of this Hardcopy timesheet is to give DOI a hardcopy before the end of the Current Pay Period
2. This type of timesheet is filled out when an employee's pay is greatly effected; usually when the PPPA deadline is missed (after Day 5) or when a previously accepted PPPA was not received/transferred to DOI correctly.
3. Payment on a Supplemental Timesheet will be received within 48 hrs upon DOI's transaction into FPPS.
4. DOI's policy for issuing supplemental payments is a minimum of 8 hours.
5. A PPPA must be submitted prior to or after a Supplemental Timesheet is submitted. The PPPA and the Supplemental Timesheet must match.


Systems Used:

1. WebTADS- Entry
2. Scanner System- Entry
3. Fax/Email- Communication and Confirmation

Roles and Responsibilities	Action	Tips
<p>1. Identify the employee's issue and the actions needed to resolve the issue.</p> <p>NSSC Payroll (SP)</p>	<p>2.2. Gather necessary information. (i.e. WBS code)</p> <p>Note: If a new employee requires supplemental pay, DOI notifies payroll as soon as the SF-50 is released.</p> <p>2.3. Complete an "Amendment Time & Attendance Federal Personnel Payment" Form.</p> <p>2.3.a. Job Aide ⇨</p>	<p>2.2.a.i. Make sure all of the hours entered and their corresponding WBS (Work Breakdown Structure)</p>

Roles and Responsibilities	Action	Tips
		<p>codes are correctly filled out.</p> <p>2.2.a.ii. Make sure that the number of hours fulfills the work schedule requirement. (80 hours for Full-time employees and the required number of hours for Part-time employees).</p> <p>2.2.a.iii. List the changes in the comment section.</p> <p>Note: Make sure to write in the comment section "not to duplicate in T & A WebTADS."</p>
<p>3. Audit the employee's timesheet in WebTADS.</p> <p>NSSC Payroll (SP)</p>	<p>3.1. Log-on to WebTADS via the Internet.</p> <p>3.1.a. Job Aide ⇨</p> <p>3.2. Open Employee's timesheet is "Adjust Accept" mode</p> <p>3.2.a. <u>If</u> the timesheet is not in Adjust Mode, move to the Adjust Mode. Job Aide ⇨</p>	<p>2.1.a.i. Enter User-Id and Password. Click [OK].</p> <p>2.1.a.ii. Change the center by clicking [9999] at the top of the page under "Location:"</p> <p>2.1.a.iii. Under "Edit Session", click the [drop-down box], select the applicable center, and then click [Submit].</p> <p>2.2.a.i. Click [##00] at the top of the page under</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.2.b. <i>If the timesheet is in Adjust Mode, open the employee's timesheet. Job Aide ⇌</i></p> <p>3.3. <i>Input the changes in the correct fields; making sure that the correct hours are added before the incorrect hours are deleted.</i></p>	<p><i>"Location:"</i></p> <p>2.2.a.ii. Under "Edit Session" scroll down to "PPPA – I want to make an adjustment to the previous timesheet" section, click the  (adjust a previous timesheet) icon. <u>Proceed to Step 2.2.b.i.</u></p> <p>2.2.b.i. Click [Reports] located on the toolbar.</p> <p>2.2.b.ii. Beside "Individual Employee Timesheet," click the  (advanced report) icon.</p> <p>2.2.b.iii. Under "Choose a Pay Period," choose the appropriate pay period by clicking the [drop down box].</p> <p>2.2.b.iv. Enter the employee's social security number or last name.</p> <p>2.2.b.v. Click [Query].</p> <p>2.2.b.vi. Select the applicable employee.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
	<p>3.3.a. <i>If the WBS code is <u>on the timesheet</u> then, proceed to Step 3.5.</i></p> <p>3.3.b. <i>If a WBS code is <u>not on the timesheet</u>, a new project needs to be added. Job Aide ⇨</i></p> <p>3.4. <i>After the adjustments have been made, enter a comment on the employee's timesheet.</i></p> <p>3.4.a. <i>Job Aide ⇨</i></p>	<p>2.3.b.i. Click the  (add projects to timecard) icon.</p> <p>2.3.b.ii. To select a Labor Code, scroll through the "Labor code—Description (Mission, Theme, Program)" section and select the correct WBS code. Click [Add Project].</p> <p>2.3.b.iii. To select a Leave type, click the [drop-down box] under "Choose leave and special hour types here:" section. Select the correct leave type and click [Add Leave].</p> <p>2.4.a.i. Scroll down to the "Comments" section and enter a comment.</p>

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
		<p>Note: An example is "6TCTU to 6CTU per Amended Timecard dated ____ (enter date the timecard was filled out)."</p> <p>2.4.a.ii. Click the [Update] button.</p>
<p>3. Validate that the Supplemental Payment is received by DOI's Payroll Office Division.</p> <p>NSSC Payroll (SP)</p>	<p>3.1. Fax Supplemental Payment to DOI Contacts.</p>	<p>Once faxed, send an email to DOI Contacts confirming the receipt of the "Amendment Time & Attendance Federal Personnel Payment" Form."</p>

Transportation Fringe Benefit Program

Notes:

1. The transportation Fringe Benefit Program is a program that promotes the use of public transportation by all employees. Employees who use public transportation for commuting to and from work are eligible to receive tax benefits for qualifying transportation expenditures by participating in this program.
2. The amount for parking cannot exceed \$200 per month for the year of 2005. Any amount in excess of \$200 per month is taxable income and must be reported for inclusion on the employee's W-2. Use pay code EPT for those transactions over the monthly amount so that the W-2 shows the amount as taxable fringe benefit. (Amounts may vary based on location.)
3. The NPO will coordinate with Centers for quarterly submission (POD A-19) of Transportation Fringe benefit Information to DOI.

Systems Used:

1. Scanner System- Entry
2. Fax/Email- Communication and Confirmation

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. Fax the spreadsheet. NSSC Payroll (SP)	1.1. Fax the spreadsheet to DOI contacts.	1.1.a.i. Once faxed, send an email to DOI Contacts confirming the receipt of the wavier.
2. Scan the documents. NSSC Payroll (SP)		

TSP Loan Payment

Notes:

1. The TSP (Thrift Savings Plan) Loan statement is a statement received by the employee summarizing their loan information, this form is provided by new employees who have current TSP loans so that information can be set-up in FPPS. This information can also be found on their Leave and Earning Statement.
2. The Thrift Savings Plan is a retirement savings plan for Government Employees. Employees can borrow against these funds, but are required to pay the plan back in full.
3. Write the current Pay Period and applicable Center in the top left-hand corner.

Systems Used:

1. Scanner System- Entry
2. Fax/Email- Communication and Confirmation

<i>Roles and Responsibilities</i>	<i>Action</i>	<i>Tips</i>
1. Fax the statement. NSSC Payroll (SP)	1.1. Fax the statement to DOI contacts.	Note: Once faxed, send an e-mail to DOI contacts confirming the receipt of the statement.
2. Scan the statement. NSSC Payroll (SP)	2.1. Send an email confirmation to DOI contacts requesting confirmation they received the TSP Statement.	

Union Contracts/Revocations

Notes:

1. NPO receives an employee's written request from the Human Resources Department. This written notification requests a change of union dues or a revocation of a union dues allotment.

Systems Used:

1. FPPS- Entry
2. Scanner System – Entry

Roles and Responsibilities	Action	Tips
1. Update the employee's Union Dues. NSSC Payroll (SP)	1.1. Log-on to FPPS. 1.1.a. Job Aide ⇨ 1.2. Adjust the employee's Union allotment(s). 1.2.a. Job Aide ⇨	1.1.a.i. Log-on to FPPS. (https://securefpps.nbc.gov) 1.1.a.ii. Enter User-Id and password. 1.1.a.iii. Click on [FPPS Production]. 1.2.a.i. VDIN in the FPPS Command section in the top right-hand corner and click [GO]. <p style="text-align: center;">Or</p> ♦ From the toolbar, select [Personnel], [Employee/Position Maintenance], then [Change Voluntary Deduction (VDCG)].

Roles and Responsibilities	Action	Tips
		<p>1.2.a.ii. <i>Enter employee's social security number.</i></p> <p>1.2.a.iii. <i>Under the "Voluntary Deduction" column, select Union Dues (row 8).</i></p> <p>1.2.a.iv. <i>Select the appropriate pay code and click [Change].</i></p> <p>1.2.a.v. <i>Input the correct changes and click [OK].</i></p> <p>Note: To revoke the Union Dues, select the Effective End Date column and enter an End Date.</p> <p>1.2.a.vi. Upon completion, <i>Log-off FPPS.</i></p>
<p>2. <i>Scan the request.</i></p> <p>NSSC Payroll (SP)</p>		

W-2 Reprints

Notes:

1. Upon the employee's request for W-2 reprint prior to DOI cut over (August 2004) NPO will receive a request for W-2 reprints from NPPS.

Systems Used:

1. Remedy- Service Request
2. Fax/Email- Communication and Confirmation

Roles and Responsibilities	Action	Tips
<p>1. Process W-2 reprint request.</p> <p>NSSC Payroll (SP)</p>	<p>1.1. Submit a Service Request to the Competency Center for the employee's W-2 reprints.</p> <p>1.1.a. Job Aide ⇄</p> <p>Note: This request has a 24 hour turn-around.</p>	<p>1.2.a.ix. Log-on to Remedy.</p> <p>1.2.a.x. Enter User-Id and Password. Click [OK].</p> <p>1.2.a.xi. Click [Remedy Requester].</p> <p>1.2.a.xii. Under Quick Links, click [Create a Request].</p> <p>1.2.a.xiii. Complete the following fields: Urgency, Summary, and Details.</p> <p>1.2.a.xiv. Click [Save].</p> <p>1.2.a.xv. What do you do next?</p> <p>1.2.a.xvi. Once the request has been received proceed to Step 2.</p>
<p>2. Fax all documentation.</p> <p>NSSC Payroll (SP)</p>	<p>2.1. Fax or send all documents to employee.</p>	
<p>3. Scan all documentation.</p> <p>NSSC Payroll (SP)</p>		

Waiver of Overpayments

Notes:

1. NPO receives an approved waiver of overpayment from the Human Resource Department.

Systems Used:

1. Fax/Email- Communication and Confirmation

Roles and Responsibilities	Action	Tips
<i>1. Fax the wavier.</i> NSSC Payroll (SP)	1.1. Fax the wavier to DOI contacts.	1.1.a.i. Once faxed, send an email to DOI Contacts confirming the receipt of the wavier.
<i>2. Scan the wavier.</i> NSSC Payroll (SP)		